COLUMBIA UNIVERSITY

INTERDEPARTMENT MEMORANDUM

Date October 28, 1983

To Group Directors, Division Chiefs, Department Librarians, Heads of Distinctive Collections

Subject Statistics, July 1, 1982 - June 30, 1983

Attached is a revised page 2 of Statistics for July 1, 1982 - June 30, 1983. Please note that under Circulation - Loans to individuals the figure has been revised; consequently, the Total Circulation figure has also changed.

Kindly replace page 2 - Statistics for the Year Ending June 30, 1983 in your copy of statistics with the attached corrected version.

Please contact me if you have any questions. Thank you.

Roberta

Roberta Friedman
Executive Assistant to the
University Librarian

enc.

COLUMBIA UNIVERSITY LIBRARIES

Statistics for the Year Ending June 30, 1983

Collections

Volumes cataloged or otherwise prepared for use (excluding manuscripts, pictures, phonograph records, architectural drawings, etc.)	5,270,432
Number of current serials, including periodicals received	60,570
Microfilms (reels)	147,804
Microtext (physical units, excluding microfilms)	2,623,705
Total microform units	2,771,509

Processing

Volumes added to collections (gross)	103,145
Volumes withdrawn from collections	25,161
Volumes added to collections (net)	77,984
Periodical titles added (gross)	991
Other serial titles added (gross)	368
Serials and periodical titles discontinued	393
Volumes bound (commercial only)	55,098
Catalog cards produced	913,919

*Includes several professional positions other than librarians.

**Includes $50,871 recruitment expenditures.

Staff (Budgeted Figures)

Number of professional staff (FTE)*	140
Full time supporting and regular part-time supporting and supervisory staff (FTE)	276
Students and other hourly workers at FTE	119
TOTAL FTE	535

Circulation

Loans to individuals	1,022,391
Loans to Columbia libraries	12,750
Loans to non-Columbia libraries, including affiliates	16,476
TOTAL CIRCULATION	1,051,617

Expenditures

Salaries and wages	8,256,261**
Fringe benefits	1,553,692
Books, journals, and materials	3,325,112
Binding (commercial only)	352,806
Other operating expenditures	1,479,460
	$14,967,331

RARE BOOK AND MANUSCRIPT LIBRARY

1981 - 1982

Kenneth A. Lohf

Librarian for Rare Books and Manuscripts

Rare Book Department----------Rudolph Ellenbogen

Manuscript Department----------Bernard R. Crystal

Bakhmeteff Archive----------Stephen Corrsin

Columbiana Library----------Paul R. Palmer

Introduction

Plans for the new Rare Book and Manuscript Library quarters continued to make significant progress during the past year. The revised project to build the quarters on the sixth and seventh floors along the south side of Butler Library was approved by the Trustees, and the architects' work on the preliminary drawings is now proceeding on schedule. Additional funds were received during the year, and we are now identifying prospects to complete funding for the entire project during the next six months.

Acquisitions by gift continue at a high level and our ability to process and catalog these gifts is a strain on our staff resources, although no serious backlogs have developed. While more books were officially cataloged this year, any gains in reducing the backlog were offset by increased gifts. Donations of manuscripts, noted elsewhere, were also received in record numbers, and they measureably strengthened our holdings in the fields in which scholars have come to rely upon us.

Review of the year's accomplishments give ample cause for satisfaction. However, it is necessary to underscore the demands that the pace and scope of our activities have placed on every member of the staff. The continuing extraordinary requirements of creativity and effort were met with enthusiasm and imagination, and it is a pleasure to acknowledge the staff's high standards of professionalism in the face of our problems.

Renovation and Building Project. At their meeting in May the Trustees' Finance Committee meeting approved the Project Document for the new quarters for the Rare Book and Manuscript Library, which contained the revised project budget of $2,843,800. The building variance was also approved by the New York City Board of Standards and Appeals. Both of these events have now cleared the way for the planning and design of the project. The Librarian has begun meeting every two weeks with the architects and the Director of Planning & Project Management to complete the design development, and it is anticipated that demolition will begin on April 4, 1983, and that construction will be completed in one year. The co-operation received from the Butler Library staff and the School of Library Service has been of crucial importance in the successful design of the new quarters.

Friends of the Libraries. The activities of the Friends included the following three meetings: Fall dinner, October 29, 1981, at which Virgil Thomson spoke on Gertrude Stein; winter reception, February 4, 1982, opening the exhibition "M. Lincoln Schuster and the Inner Sanctum at Simon & Schuster"; and the Bancroft Awards Dinner, April 1, 1982. At the Fall dinner Alan and Margaret Kempner were awarded the Libraries' Citation for Distinguished Service for their support of the Libraries over the past 23 years. They were the seventh recipient of the award since it was established in 1970. Volume 31 of Columbia Library Columns, comprising three issues, was published during the year; the issues included the first publication of childhood reminiscences by H. Rider Haggard, the talk by Virgil Thomson on Gertrude Stein, and reminiscences of John Masefield by his daughter Judith. The state of the finances of the Friends continues to be satisying, and in late spring the second installment of $10,000 has been made on the pledge of $25,000 toward the construction of the new Rare Book and Manuscript Library quarters.

Grants and Projects. The project, supported by a grant of $158,085 from the National Endowment for the Humanities, to process, catalog and describe the collections that comprise the Bakhmeteff Archive of East European History and Culture, has proceeded on schedule. As of June, 21 months of the 30 month project have been completed, and 345 collections containing approximately 548,255 items have been arranged and described. More than two-thirds of the entire holdings have been completely processed and cataloged, and we are confident that the remaining holdings will be completed during the remaining nine months of the project, which is now due to end on May 31. We have begun to draft a grant proposal to be submitted to NEH to underwrite a nine-month project of putting the collection descriptions into a data base that would be compatible with the planned RLIN manuscript system.

Collection development. Materials purchased for the collections comprised 84 volumes, 19 individual manuscripts and 2 collections of papers, a reduction in all categories from the previous year. These diminished acquisitions by purchase reflect increasing prices for such material in both the United States and Great Britain. Gifts meanwhile continue at a high rate; the 144 separate donations added to our holdings 6,249 volumes and 393,734 manuscripts. The total value of gifts received during the year was $451,660. Our resources were strengthened through a number of gift collections: the David Abrahamsen Papers, the American Bar Association War Powers Study Papers, the Eleanor Robson Belmont Estate gift, the William Aspenwall Bradley Papers, the Louis G. Cowan Papers, the Milton Handler Papers, the Harold Matson Papers, the Ernst Reichl Library, and the Earl I. Sponable Papers. Individual rarities and other gifts, as well as the above, were described in "Our Growing Collections" which appeared in each issue of Columbia Library Columns.

Exhibitions. Our annual program of public exhibitions, prepared and installed by Alice Schreyer and, since April 1, by Paul Cohen, and displayed on the third floor of Butler Library and the Rotunda of Low Memorial Library, included the following exhibits:

Benjamin Disraeli Centenary. June 15 - Sept. 16, 1981.
Gifts 1981. Sept. 21 - December 9, 1981.
Caligraphy and the Graphic Arts. Dec. 11, 1981 - March 10, 1982
M. Lincoln Schuster and the Inner Sanctum at Simon & Schuster.
Low Rotunda: Feb. 4 - 26. Butler Library: March 11 - June 11
Eudora Welty Photographs. June 14 - Sept. 21, 1982.

We also were major lenders of rare books, manuscripts and drawings to the following institutions for exhibition: the Cooper-Hewitt Museum of Design, the Grolier Club, Time Inc., the Pierpont Morgan Library, the University of California, Los Angeles, and the Whitney Museum of American Art.

Staffing and Training. In February Mrs. Alice Schreyer resigned her position as Reference librarian/bibliographer in the Rare Book and Manuscript Library to accept a position in Washington, D.C. Her position was filled on April 1 by Mr. Paul Cohen, formerly a reference assistant in the Reference Department. During June plans were being made to bring the Lehman Suite and Papers under the administration of the Rare Book and Manuscript Library. Staffing, library procedures and maintenance of the Suite were discussed and a program developed. In June Ms. Mary Bowling accepted the position as Curator of the Lehman Suite and Papers, a part-time assignment which she will hold in conjunction with her position as reference librarian/bibliographer in the Manuscript Department.

In addition to the Curator, the Suite will be supervised by a Library Assistant VI (as of July 1 the position was filled by Mr. Gilbert McDonald), and a 20 hour general assistant. The Lehman Library will provide emergency page assistance when necessary due to illness, vacations and other absences. Because of the above changes, we are able to fund a new reference librarian/bibliographer position for the Library during the coming year. The position was posted and candidates interviewed during June and into the new fiscal year.

Future Prospects. The design and construction of the new quarters, and the addition of the Lehman Suite to the administration of the Rare Book and Manuscript Library have made necessary a reorganization of the staff responsibilities. A proposal was submitted to Mr. Fred Duda on April 22 for the review of the classification of the positions of Assistant Librarian for Rare Books and the Assistant Librarian for Manuscripts. In the case of the Assistant Librarian for Manuscripts, the curators of the Bakhmeteff Archive and Lehman Suite, and the Librarian of Columbiana shall as of July 1, report directly to the Assistant Librarian for Manuscripts; the Assistant Librarian for Rare Books is to be assigned the planning and administration of the reference center that will be built in the new quarters, as well as the administration of the rare book department. The new reference librarian/bibliographer that will be added to the staff during the coming year will be the first staff member to be trained with the combined reference center in mind. The Assistant Librarian for Rare Books will begin during the coming year to plan the center and its requirements and the effect on the new quarters, in consultation with other members of the professional staff.

Rare Book Department

Rudolph Ellenbogen

Bibliographic Control. During the past year Rare Book holdings have increased by 7,289 volumes through purchase, transfer, gift (including those from Gifts and Exchange and those acquired on nondepartmental funds). Our arrearages stand at 52,948 after the deduction of 3,548 monographs and 59 serials added, 132 volumes added as second copies, 133 duplicates deaccessioned, 4,292 volumes sent to other departments and 1,858 volumes put into collections "not to be cataloged." Progress in reducing the backlog has been particularly noticeable this year in the Seligman Collection for which nearly 1,000 titles have been cataloged. Staff in the Rare Book Department have been busily preparing materials for this project, including preliminary searching, comparing duplicates and typing of control slips. Searching of several important collections of early books has also been done by the Cataloging Bibliographic Assistant. (See third quarter report.) All periodicals in the Hunt-Berol Collection of Music have been brought under bibliographic control with local records being typed. An inventory of approximately 1,000 Hebrew manuscripts was completed. Call numbers for microfilms of these manuscripts were added to the shelflist and shelving dummies made for books shelved in nonstandard size locations in order to increase the efficiency of getting materials to readers.

Reference and Circulation Services. During FY 1981, 3,342 readers used 10,475 books and 1,180 manuscripts. Lectures were given to all new graduate students in the English and Comparative Literature department and to the School of Library Service. In addition, a lecture was given to students in Prof. Kay Vandergrift's History of Children's Literature class on "Resource for the study of early and important children's literature in the Rare Book and Manuscript Library." For the first time, a group of school children came to the Rare Book and Manuscript Library; Professor James Russell arranged with the department to have students from Holy Martyr's Church School come to view Armenian manuscripts and to hear a brief lecture on them. Staff members assisted in the lecture and showed the manuscripts to the children.

Preservation and Binding.

	1981-82	1980-81
Commercial		
Rare	55	84
Other	116	47
CUL Bindery		
Special Repairs (rare)	40	2
Special Board Portfolios (rare)	68	69
Regular Board Portfolios (rare)	25	25
Rare Book Processing		
Gaylords	753	489

For the sixth consecutive year the number of items sent to the rare book binder has declined. In FY 1976, 169 books were bound or repaired by the rare book binder. Binding of non-rare materials, particularly reference books and manuscript catalogs increased in anticipation of moving these materials into public areas in our new quarters. Other materials restored included a 17th century Japanese papier-mâché globe and a Rockwell Kent drawing that was removed from a high acid old pulpboard backing, cleaned, washed, flattened and matted. This year also saw the completion of production of positive reading copies of all the master negatives of manuscripts which the department holds.

Manuscript Department

Bernard R. Crystal

Bibliographic Control. During the 4th quarter the Manuscript Department added 82,654 manuscript items by gift, purchase and transfer (excluding the Bakhmeteff Archive), bringing the year's total to 409,501 manuscript items, thus increasing the total holdings of the Department from 11,070,249 reported last year to 11,479,750 this year. The total number of separate and distinct collections (excluding the Bakhmeteff Archive) increased by 25 from last year's 974 to this year's 999. 373,028 manuscript items were processed during 1981/82 (excluding the Bakhmeteff Archive), a drop of 409,221 items from last year's figure of 774,000 items. Of the total number of manuscripts processed, 8,249 individual letters, manuscripts and documents were cataloged. The last quarter of 1981/82 saw a continuing pattern of additions of existing collections as opposed to new acquisitions. A total of 13,000 items were added to the Eleanor R. Belmont and Belmont Family Papers; 7,800 items to the Milton Handler Papers, and 1,000 items to the American Bar Association War Powers Study Papers. The last two collections reflect the activities of the Law School Library in soliciting papers from lawyers and legal organizations with Columbia affiliations. In addition the year-long processing and preservation of the Edward Sponable Papers was virtually completed making its 69,000 items one of the three largest collections added this year. Although fewer items were accessioned in 1981/82, the increased concentrated reader use and demand for photocopying required staff hours that might have been devoted to our second and third priority projects, comprising older collections needing further refining and reprocessing.

Reference and Circulation Services. The last quarter of 1981/82 ended with a sudden, sharp increase in daily use of the Manuscript Reading Room. During April and particularly in June almost every seat was taken by noon each day. The daily average number of reader visits was 7.8, with April and June registering 183 and 187 reader visits respectively. The total number of reader visits for the year (including the Bakhmeteff Archive) was 1,793, 50 more than last year. In recent years, late spring and early summer have become peak periods of reader use. Circulation (excluding the Bakhmeteff Archive) totaled 544,247 manuscript items for the last quarter of the year. This is 100,000 items more than circulated in each of the three previous quarters. Total circulation (excluding the Bakhmeteff Archive) for the year was 1,821,239 manuscript items. The average monthly ciruclation was 152,000 manuscript items. Customer photocopy orders for the last quarter totaled 5,912 exposures, with June topping the quarter for a total of 3,040 exposures, coinciding with the heavy reading room use noted above. The total exposures for the year amounted to 26,271 which is in keeping with previous years' loads.

Bakhmeteff Archive

Stephen Corrsin

Bibliographic Control. The main task of the staff of the Archive has been the arrangement and description of the holdings under the 30-month grant from the National Endowment for the Humanities. During the year, the staff completed the arrangement and description of 231 collections, totaling approximately 396,434 items, of which 9,031 (2.3 per cent) received individual cataloging. The project effectively began in October 1980. As of June 30, 1982, therefore, 21 months of the grant period have been completed, and the task is approximately two-thirds finished. In the entire period October 1980-June 1982, 345 collections with approximately 548,255 items have been arranged and described. The collections which remain to be done consist of a few large collections: the papers of George Vernadsky, D. Fedotoff-White, Anton Kartashev, the Russian Universal Military Union, and of Boris Bakhmeteff himself, after whom the Archive was named. In 1982-83, the chief task of the staff will be to complete the processing and description of the collections. The staff has also prepared, with the systems office of the Libraries, a draft of a grant proposal for the NEH to put descriptive information on the Archive's collections into the proposed RLIN system for manuscript and archival materials.

Reference and Circulation Services. Use of the Archive by scholars and researchers has remained at the same level as in 1980-81. In all, 50 readers consulted the collections, using approximately 166,386 items.

Collection Development. A total of approximately 3,257 items were added to the Archive's collections by gift or bequest. There were significant additions to the papers of Columbia professors emeriti John Hazard and George Shevelov; and to the papers of the Russian "Union of Pages," from Alexis Mojaisky in France. New collections that were established in 1981-82 were the papers of publisher Abram Kagan, and of Eugen Loebl, Czechoslovak government official after World War II and, more recently, economics professor and writer in the United States. Two major new collections were also purchased for the Archive this year. Particularly significant are the papers of Wladimir Weidlé (1895-1979), Russian-French art historian, writer, and critic, consisting of approximately 15,000 items. Also important are the papers of Zoltan Pfeiffer (d.1981), Hungarian political leader in the 1940s who left that country in 1947.

Columbiana Library

Paul R. Palmer

Bibliographic Control. During 1981-1982, the Librarian has continued to consolidate and refine the collections, catalogs and files located in 210 Low Library, as well as in the basement stack room and the fourth floor north gallery. The Librarian has also worked in the Rare Book and Manuscript Library cataloging the College Papers. Work has proceeded on rearranging the shelving and shelf-reading the book collection. The progress made has resulted in improved service and more ease in identifying and locating

materials. The Librarian has also continued to revise the catalogs and vertical files, all of which have long needed attention.

Collection Development. During the year 25,610 clippings and pamphlets, 592 photographs and prints, and 950 books and 139 serials were added to the collections and files. Three finely executed miniature models of Low Library, Butler Library and Earl Hall were constructed and donated by Mr. Scott M. Stengel, a member of the College Class of 1982. They have been placed on display in the reading room.

Reference and Circulation Services. 1,740 persons visited the Library. This figure represents the number of registered visitors and does not include faculty members, officers of the administration and other University personnel who are not required to register when they use the Library. 2,104 reference questions were answered, and 294 reference letters were written by the Librarian. We assisted the editor of the Dwight David Eisenhower Papers of Johns Hopkins University when she spent a week in Columbiana this spring doing research on the two forthcoming volumes in the series which will deal with Eisenhower's years as President of Columbia. The Librarian also worked with the Office of the University Provost in housing and supervising the use of the Ad Hoc Faculty Tenure Committee materials. The Librarian continued to give talks and lectures to classes and tour groups from the University community as well as from all over the United States and from around the world. There has been a noticeable increase in visitors from the Far East, particularly Japan and the People's Republic of China. We had an especially interesting tour group from the cast of the Royal Shakespeare Company Broadway production of Nicholas Nickleby. Undergraduate interest (Columbia College and Barnard College) has increased markedly during the year, due to class assignments and senior papers. Use from these groups, as well as from the staffs of University publications and the Office of University Development in connection with the upcoming capital campaign, will doubtless continue to increase during the coming fiscal year.

Rare Book and Manuscript Library
Report: July 1, 1981 - March 31, 1982

Introduction. During the nine month period covered by this report the various programs of the Rare Book and Manuscript Library proceeded according to plans and objectives set down at the beginning of the year. Gifts continued at a substantial level, and the various collections of books and manuscripts acquired strengthened the holdings in our specialized areas. The building plans for the new quarters were reconsidered and a new proposal submitted by the architects which are more suitable to our needs and the spaces available in Butler Library. The work of organizing and cataloging the collections in the Bakhmeteff Archive, supported by a grant from the National Endowment in the Humanities, has proceeded on schedule. We look forward to continued progress in these areas, as well as in the various services and bibliographical programs, during the remaining months of this year. -- Kenneth A. Lohf, Librarian for Rare Books and Manuscripts

Collection development. During the three month period ended March 31, 1,930 volumes and 158,311 manuscript items were received in 41 separate donations. The total appraised or estimated value of the gifts is $236,781.57 of which $88,986.05 represents gifts from Friends of the Libraries. Subject areas represented in these gifts included early printing, contemporary public affairs, Scottish history, twentieth century literature, book design and psychology. Among the noteworthy acquisitions were: additions to the Frances Perkins Papers received from her daughter, Susanna Coggeshall; three incunabula and a collection of sixty-eight fifteenth century playing cards, the gift of John F. Fleming; the archives of the Harold Matson Company literary agency; a substantial addition to the files of Curtis Brown Ltd.; a collection of books designed by Ernst Reichl received rom his widow; papers of Barbara Ward Jackson; the papers of Louis Cowan and the Chilmark Press; and the papers of the psychiatrist Dr. David Abrahamsen including an extensive file of letters from David Berkowitz. During the nine month period ended from July 1, 1981 until March 31, 1982, gifts valued at $397,683.07 were received, of which $137,872.55 represents gifts from Friends. During this period 116 separate donations were received, comprised of 6,070 volumes and 313,541 manuscripts.

Friends of the Libraries. On Thursday afternoon, February 4, the Friends and the University Librarian hosted a reception to open an exhibition in the Rotunda of Low Memorial Library of letters, manuscripts, inscribed first editions, photographs and portraits of M. Lincoln Schuster, co-founder with Richard Simon of the publishing house of Simon & Schuster. Nearly three hundred guests, including members of both the Schuster and Simon families attended; and the exhibition was the subject of an article by Herbert Mitgang, "Simon & Schuster History on Display," that appeared in The New York Times, March 20. At the Council meeting held on Thursday afternoon, March 4, the Class of '85 was elected; Professor William Leuchtenburg resigned and his place was filled by a new member, Mrs. Walker O. Cain. Membership of the Friends as of that date stood at 451, a figure that represents the highest recorded membership of the organization.

Building plans. A number of developments have taken place since July 1, 1981, that effect the program for new quarters; the establishment of the plant fund in October into which all contributions are now deposited, the principal of which will yield a higher interest; the founding of the Corliss Lamont Fund with two $10,000 contributions received in November 1981 and March 1982, the income from which will eventually support the Lamont Rare Book Reading Room; the recording of outstanding pledges of $10,000 from the Graduate Faculties Alumni, $25,000 from John M. Crawford, Jr., and $15,000 from the Friends, the amount still outstanding on the original pledge of $25,000. The preliminary schematic drawings were sent to the Librarian by Byron Bell of Cain, Farrell and Bell Architects on March 12 and reviewed by the University Librarian, the Director of Planning & Project Management and a representative of the Development Office. The original building scheme developed in early 1981 has been superseded by a new scheme which calls for the development of the new quarters on both the sixth and seventh floors on the south side of Butler Library. At the March 12 meeting it was agreed that demolition of the sixth and seventh floor areas would begin on April 4, 1983, with some preliminary work on scaffolding to be done during March; all construction would be completed by March-April 1984.

Staffing. Because of personal reasons Mrs. Alice Schreyer, Reference Librarian/ Bilbiographer in the Rare Book Department, resigned on February 1 after six years on the staff. The position was redescribed and posted, and interviews were conducted during February. Mr. Paul E. Cohen of the reference department in Butler Library was appointed in early March and is due to take up his responsibilities on April 1. In January an agreement was reached between the University Librarian, Dean Harvey Picker, Mr. George Di Sipio and Mr. John Lehman to place the Herbert Lehman Suite and Papers under the administration of the Libraries, and more specifically of the Rare Book and Manuscript Library, an agreement which will become effective with the beginning of the fiscal year on July 1, 1982. Preliminary plans were made during March for the staffing of the Suite and Papers after July 1, and in this regard it has been determined that a staff consisting of a part-time Curator, a full-time desk attendant/ receptionist and general assistants will be sufficient to maintain the facility at its current level of attractiveness and scholarly usefulness within the context of the library system.

Rare Book Department. During the third quarter of 1981-2 the Rare Book Reading Room was visited by 825 readers who used 3,073 books and 451 manuscripts. In the on-going project to control all new materials the staff in the department searched, p-slipped and listed for appraisal 560 titles in preparation for possible selection by the department and for use as control slips for cataloging. In addition approximately 250 titles in Seligman were p-slipped and searched locally in a project to weed the collection of duplicates and prepare the materials for cataloging. Work also continues on the Hunt-Berol project; all of the periodicals have now been p-slipped and during the quarter 286 titles in the sheet music collection have been cataloged locally. The cataloging staff searched over 500 volumes and cataloged between one quarter and one third of these. The volumes were from the Marjorie Nicholson collection of 17th and 18th century English literature; the Virginia Gildersleeve collection of English and American literature of the same period; the Julian Clarence Levi

collection of 17th-19th century French Literature; the Frank Tannenbaum collection of history and travel in Mexico, South America and the Pacific; and the Mexican imprint collection. This searching represents the most significant work on the cataloging arrears in the past several years. The Reprography Department has begun a project to make positive microfilm from 246 reels of existing negatives of manuscript material in the department. This represents 642 titles/collections, 435 of which are Hebrew manuscripts. Notable in the preservation activities of the department was a beautifully restored 17th century Japanese papier-mâché globe, a Rockwell Kent drawing that was removed from a high acid old pulpboard backing, cleaned of adhesives, washed and flattened, and the commencement of restoration of six important volumes illustrated by David Roberts from the Phoenix collection.--Rudolph Ellenbogen, Assistant Librarian for Rare Books.

Manuscript Department. During the first 3 quarters of 1981/82, the Manuscript Department has met its goal of processing all new accessions, with virtually no delay after their arrival in the department. More than 280,000 manuscript items (6,000 of which were fully cataloged) were processed. Of the major accessions received, 9 were additions to the existing collections, such as Community Service Society (69,000 items) and League of Women Voters (17,500 items). Among the 9 significant new collections were Harold Matson, Inc. (75,000 items), Louis Cowan (36,600 items) and his Chilmark Press (9,100 items), and American Bar Association War Powers Study (5,000 items). The processing and preliminary conservation of the Edward Sponable research papers on motion pictures is near completion. Ms. Bowling identified and removed nitrate base film clips for safe storage in the Reprography Department's freezer and removed 20 years of mold, insect and rodent damage from the files. With the help of a temporary General Assistant during winter vacation we were able to remove the Scott Etymology and the Morris Bilingual Dictionaries card files from bulky cabinets and deteriorating boxes and store them compactly in acid-free document cases thereby releasing additional stack space on tier 15. If a temporary General Assistant is again hired next winter, we intend to begin work on transferring the Library Office Correspondence files from the closet on stack 8 to a more appropriate archival storage area on stack 15. Reader visits have averaged 150 per month, July being the busiest with 217 visits. Circulation figures for the first 9 months have averaged more than 150,000 items per month. Photocopy orders completed for users totalled just over 20,000 exposures, averaging 3,300 per month, with July the busiest month with 4,700 exposures. -- Bernard R. Crystal, Assistant Librarian for Manuscripts

Columbiana Library. During the past nine months Columbiana continued its program of aiding researchers doing advanced graduate work on notable Columbia scholars and faculty members; assisting departments of the University Administration in tracing the development of individual schools and various subject matters in the University; and helping publishers, researchers, and department heads locate photographs, engravings, statistics, and related materials for a variety of

projects. Gifts of diplomas, books, photographs, awards, medals, academic robes, and other materials have been received from administrators, faculty members, alumni and students. The Librarian has also continued the project of checking files of serials published by various divisions of the University, attempting to complete sets, and replace worn out or missing volumes and issues where possible. Under the Librarian's supervision, an assistant has been revising the filing system of the verticle files, replacing file dividers, extending subject sudivisions and photocopying disintegrating clippings and other items.-- Paul R. Palmer, Curator

Bakhmeteff Archive. In the period July 1, 1981, to March 31, 1982, the staff of the Bakhmeteff Archive has continued the arrangement and description of the holdings of the Archive, under the terms of the 30-month 1980 grant from the NEH. In this nine-month period, the Archive's staff processed 184 collections, totalling approximately 319,000 items. Since the beginning of the grant period in October 1980, the staff has processed 298 collections with approximately 471,000 items. A year remains on the term of the grant; the work foreseen in the grant which has been proceeding according to schedule is now approximately three-fifths completed.

We are now preparing a grant proposal for the NEH to explore the possibility of putting descriptive materials from the Archive into the proposed RLIN system for manuscript materials.

The Archive's most important addition is the papers of Wladimir Weidlé (1895-1979), Russo-French art historian, writer, and critic, which were purchased in October. -- Stephen D. Corrsin, Curator.

Rare Book and Manuscript Library
Report: July 1, 1981 - March 31, 1982

Introduction. During the nine month period covered by this report the various programs of the Rare Book and Manuscript Library proceeded according to plans and objectives set down at the beginning of the year. Gifts continued at a substantial level, and the various collections of books and manuscripts acquired strengthened the holdings in our specialized areas. The building plans for the new quarters were reconsidered and a new proposal submitted by the architects which are more suitable to our needs and the spaces available in Butler Library. The work of organizing and cataloging the collections in the Bakhmeteff Archive, supported by a grant from the National Endowment in the Humanities, has proceeded on schedule. We look forward to continued progress in these areas, as well as in the various services and bibliographical programs, during the remaining months of this year. -- Kenneth A. Lohf, Librarian for Rare Books and Manuscripts.

Collection development. During the three month period ended March 31, 1,930 volumes and 158,311 manuscript items were received in 41 separate donations. The total appraised or estimated value of the gifts is $236,781.57 of which $88,986.05 represents gifts from Friends of the Libraries. Subject areas represented in these gifts included early printing, contemporary public affairs, Scottish history, twentieth century literature, book design and psychology. Among the noteworthy acquisitions were: additions to the Frances Perkins Papers received from her daughter, Susanna Coggeshall; three incunabula and a collection of sixty-eight fifteenth century playing cards, the gift of John F. Fleming; the archives of the Harold Matson Company literary agency; a substantial addition to the files of Curtis Brown Ltd.; a collection of books designed by Ernst Reichl received rom his widow; papers of Barbara Ward Jackson; the papers of Louis Cowan and the Chilmark Press; and the papers of the psychiatrist Dr. David Abrahamsen including an extensive file of letters from David Berkowitz. During the nine month period ended from July 1, 1981 until March 31, 1982, gifts valued at $397,683.07 were received, of which $137,872.55 represents gifts from Friends. During this period 116 separate donations were received, comprised of 6,070 volumes and 313,541 manuscripts.

Friends of the Libraries. On Thursday afternoon, February 4, the Friends and the University Librarian hosted a reception to open an exhibition in the Rotunda of Low Memorial Library of letters, manuscripts, inscribed first editions, photographs and portraits of M. Lincoln Schuster, co-founder with Richard Simon of the publishing house of Simon & Schuster. Nearly three hundred guests, including members of both the Schuster and Simon families attended; and the exhibition was the subject of an article by Herbert Mitgang, "Simon & Schuster History on Display," that appeared in The New York Times, March 20. At the Council meeting held on Thursday afternoon, March 4, the Class of '85 was elected; Professor William Leuchtenburg resigned and his place was filled by a new member, Mrs. Walker O. Cain. Membership of the Friends as of that date stood at 451, a figure that represents the highest recorded membership of the organization.

Building plans. A number of developments have taken place since July 1, 1981, that effect the program for new quarters; the establishment of the plant fund in October into which all contributions are now deposited, the principal of which will yield a higher interest; the founding of the Corliss Lamont Fund with two $10,000 contributions received in November 1981 and March 1982, the income from which will eventually support the Lamont Rare Book Reading Room; the recording of outstanding pledges of $10,000 from the Graduate Faculties Alumni, $25,000 from John M. Crawford, Jr., and $15,000 from the Friends, the amount still outstanding on the original pledge of $25,000. The preliminary schematic drawings were sent to the Librarian by Byron Bell of Cain, Farrell and Bell Architects on March 12 and reviewed by the University Librarian, the Director of Planning & Project Management and a representative of the Development Office. The original building scheme developed in early 1981 has been superseded by a new scheme which calls for the development of the new quarters on both the sixth and seventh floors on the south side of Butler Library. At the March 12 meeting it was agreed that demolition of the sixth and seventh floor areas would begin on April 4, 1983, with some preliminary work on scaffolding to be done during March; all construction would be completed by March-April 1984.

Staffing. Because of personal reasons Mrs. Alice Schreyer, Reference Librarian/ Bilbiographer in the Rare Book Department, resigned on February 1 after six years on the staff. The position was redescribed and posted, and interviews were conducted during February. Mr. Paul E. Cohen of the reference department in Butler Library was appointed in early March and is due to take up his responsibilities on April 1. In January an agreement was reached between the University Librarian, Dean Harvey Picker, Mr. George Di Sipio and Mr. John Lehman to place the Herbert Lehman Suite and Papers under the administration of the Libraries, and more specifically of the Rare Book and Manuscript Library, an agreement which will become effective with the beginning of the fiscal year on July 1, 1982. Preliminary plans were made during March for the staffing of the Suite and Papers after July 1, and in this regard it has been determined that a staff consisting of a part-time Curator, a full-time desk attendant/ receptionist and general assistants will be sufficient to maintain the facility at its current level of attractiveness and scholarly usefulness within the context of the library system.

Rare Book Department. During the third quarter of 1981-2 the Rare Book Reading Room was visited by 825 readers who used 3,073 books and 451 manuscripts. In the on-going project to control all new materials the staff in the department searched, p-slipped and listed for appraisal 560 titles in preparation for possible selection by the department and for use as control slips for cataloging. In addition approximately 250 titles in Seligman were p-slipped and searched locally in a project to weed the collection of duplicates and prepare the materials for cataloging. Work also continues on the Hunt-Berol project; all of the periodicals have now been p-slipped and during the quarter 286 titles in the sheet music collection have been cataloged locally. The cataloging staff searched over 500 volumes and cataloged between one quarter and one third of these. The volumes were from the Marjorie Nicholson collection of 17th and 18th century English literature; the Virginia Gildersleeve collection of English and American literature of the same period; the Julian Clarence Levi

collection of 17th-19th century French Literature; the Frank Tannenbaum collection of history and travel in Mexico, South America and the Pacific; and the Mexican imprint collection. This searching represents the most significant work on the cataloging arrears in the past several years. The Reprography Department has begun a project to make positive microfilm from 246 reels of existing negatives of manuscript material in the department. This represents 642 titles/collections, 435 of which are Hebrew manuscripts. Notable in the preservation activities of the department was a beautifully restored 17th century Japanese papier-mâché globe, a Rockwell Kent drawing that was removed from a high acid old pulpboard backing, cleaned of adhesives, washed and flattened, and the commencement of restoration of six important volumes illustrated by David Roberts from the Phoenix collection.--Rudolph Ellenbogen, Assistant Librarian for Rare Books.

Manuscript Department. During the first 3 quarters of 1981/82, the Manuscript Department has met its goal of processing all new accessions, with virtually no delay after their arrival in the department. More than 280,000 manuscript items (6,000 of which were fully cataloged) were processed. Of the major accessions received, 9 were additions to the existing collections, such as Community Service Society (69,000 items) and League of Women Voters (17,500 items). Among the 9 significant new collections were Harold Matson, Inc. (75,000 items), Louis Cowan (36,600 items) and his Chilmark Press (9,100 items), and American Bar Association War Powers Study (5,000 items). The processing and preliminary conservation of the Edward Sponable research papers on motion pictures is near completion. Ms. Bowling identified and removed nitrate base film clips for safe storage in the Reprography Department's freezer and removed 20 years of mold, insect and rodent damage from the files. With the help of a temporary General Assistant during winter vacation we were able to remove the Scott Etymology and the Morris Bilingual Dictionaries card files from bulky cabinets and deteriorating boxes and store them compactly in acid-free document cases thereby releasing additional stack space on tier 15. If a temporary General Assistant is again hired next winter, we intend to begin work on transferring the Library Office Correspondence files from the closet on stack 8 to a more appropriate archival storage area on stack 15. Reader visits have averaged 150 per month, July being the busiest with 217 visits. Circulation figures for the first 9 months have averaged more than 150,000 items per month. Photocopy orders completed for users totalled just over 20,000 exposures, averaging 3,300 per month, with July the busiest month with 4,700 exposures. -- Bernard R. Crystal, Assistant Librarian for Manuscripts

Columbiana Library. During the past nine months Columbiana continued its program of aiding researchers doing advanced graduate work on notable Columbia scholars and faculty members; assisting departments of the University Administration in tracing the development of individual schools and various subject matters in the University; and helping publishers, researchers, and department heads locate photographs, engravings, statistics, and related materials for a variety of

projects. Gifts of diplomas, books, photographs, awards, medals, academic robes, and other materials have been received from administrators, faculty members, alumni and students. The Librarian has also continued the project of checking files of serials published by various divisions of the University, attempting to complete sets, and replace worn out or missing volumes and issues where possible. Under the Librarian's supervision, an assistant has been revising the filing system of the verticle files, replacing file dividers, extending subject sudivisions and photocopying disintegrating clippings and other items.-- Paul R. Palmer, Curator

Bakhmeteff Archive. In the period July 1, 1981, to March 31, 1982, the staff of the Bakhmeteff Archive has continued the arrangement and description of the holdings of the Archive, under the terms of the 30-month 1980 grant from the NEH. In this nine-month period, the Archive's staff processed 184 collections, totalling approximately 319,000 items. Since the beginning of the grant period in October 1980, the staff has processed 298 collections with approximately 471,000 items. A year remains on the term of the grant; the work foreseen in the grant which has been proceeding according to schedule is now approximately three-fifths completed.

We are now preparing a grant proposal for the NEH to explore the possibility of putting descriptive materials from the Archive into the proposed RLIN system for manuscript materials.

The Archive's most important addition is the papers of Wladimir Weidlé (1895-1979), Russo-French art historian, writer, and critic, which were purchased in October. -- Stephen D. Corrsin, Curator.

COLUMBIA UNIVERSITY

INTERDEPARTMENT MEMORANDUM

Date September 23, 1982

To Group Directors, Division Chiefs, Department Librarians, Heads of Distinctive Collections

Subject Statistics, July 1, 1981 - June 30, 1982

Enclosed you will find a copy of statistics for July 1, 1981 - June 30, 1982. Page 1 is Circulation Statistics and page 2 provides a general summary of figures on collections, processing, staff, circulation, and expenditures.

A copy of Change in Size of Collections, July 1, 1981 - June 30, 1982 for Standard Printed Materials and Microforms is also enclosed. Please note that these statistics are compiled from the Growth in Collection Statistics sheets supplied by the cataloging department and the green Change in Size of Collection sheets supplied by unit librarians.

Please contact me if you have any questions.

Roberta Friedman

Roberta Friedman
Executive Assistant to the
University Librarian

encl.

COLUMBIA UNIVERSITY LIBRARIES

Statistics for the Year Ending June 30, 1982

Collections

Volumes cataloged or otherwise prepared for use (excluding manuscripts, pictures, phonograph records, architectural drawings, etc.)	5,192,448
Serials titles received	59,604
Microfilms (reels)	134,986
Microtext (physical units, excluding microfilms)	2,323,579
Total microform units	2,458,565

Processing

Volumes added to collections (gross)	99,053
Volumes withdrawn from collections	17,362
Volumes added to collections (net)	81,691
Periodical titles added (gross)	1,338
Other serials titles added (gross)	497
Serials and periodical titles discontinued	1,427
Volumes bound (commercial only)	41,723
Catalog cards produced	578,370

*Includes several professional positions other than librarians.

Staff (Budgeted Figures)

Number of professional staff (FTE)*	137
Full-time supporting and regular part-time supporting and supervisory staff (FTE)	280
Students and other hourly workers at FTE	119
TOTAL FTE	536

Circulation

Loans to individuals	1,438,857
Loans to Columbia libraries	13,536
Loans to non-Columbia libraries, including affiliates	22,286
TOTAL CIRCULATION	1,474,679

Expenditures

Salaries and wages	$ 7,033,156
Fringe benefits	1,325,368
Books, journals, and materials	2,672,123
Binding (commercial only)	272,867
Other (including office supplies, equipment)	976,687
TOTAL EXPENDITURES	$12,280,201

COLUMBIA UNIVERSITY LIBRARIES

CIRCULATION STATISTICS

JULY 1, 1981 - JUNE 30, 1982

HUMANITIES AND HISTORY DIVISION			
Butler Library (Central Stacks)		214,960	
Instructional Library:			
Burgess-Carpenter	54,925		
College	145,260		
Philosophy	4,753	204,938	
Interlibrary Loan		6,640	
Library Service Library		24,105	
Microform Reading Room		2,811	
Music Library		34,487	
Paterno Library		2,311	
Reference Collection		10,246	
TOTAL:			500,498
SCIENCE AND ENGINEERING DIVISION:			
Biological Sciences Library		12,499	
Chemistry Library		10,225	
Engineering Library		35,950	
Geology Library		6,374	
Geoscience Library		3,942	
Mathematics Library		16,851	
Physics Library		12,716	
Psychology Library		21,778	
TOTAL:			120,335
SOCIAL SCIENCE DIVISION			
Business Library		105,617	
Documents Service Center		3,442	
Journalism Library		15,005	
Lehman Library		58,289	
Social Work Library		39,217	
TOTAL:			221,570
DISTINCTIVE COLLECTIONS			
Avery Library		214,630	
Columbiana		244,797	
East Asian Library		36,231	
Health Sciences Library*		93,397	
Law Library		25,802	
Rare Book and Manuscript Library		10,475	
Ware Library		6,944	
TOTAL:			632,276
TOTAL CIRCULATION OF COLUMBIA UNIVERSITY LIBRARIES:			1,474,679

*Includes Media Center figure of 10,562.

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1981 TO JUNE 30, 1982

SUMMARY SHEET: STANDARD PRINTED MATERIALS

	July 1, 1981	Total Added	Total Withdrawn	Net Change	June 30, 1982
Humanities and History Division					
Butler Library					
Central Stacks*	1,456,871	18,405	2,853	15,552	1,472,423
Graphic Arts Collection	13,723	204	12	192	13,915
Instructional Library					
Burgess-Carpenter Library	145,622	3,456	69	3,387	149,009
College Library	53,603	97	23	74	53,677
Philosophy Library	13,328	75	17	58	13,386
Library Service Library	93,517	2,250	486	1,764	95,281
Music Library	53,116	764	0	764	53,880
Paterno Library	19,679	227	5	222	19,901
Reference Collection	37,240	1,233	328	905	38,145
TOTAL: HUMANITIES & HISTORY DIV.	1,886,699**	26,711	3,793	22,918	1,909,617
Science and Engineering Division					
Biological Sciences Library	41,235	523	892	-369	40,866
Chemistry Library	34,765	970	111	859	35,624
Engineering Library	172,755	1,785	375	1,410	174,165
Geology Library	78,760	924	46	878	79,638
Geoscience (Lamont) Library	19,831	888	48	840	20,671
Mathematics Library	24,913	476	32	444	25,357
Physics Library	23,868	545	137	408	24,276
Psychology Library	26,601	595	15	580	27,181
Science Library	70,848	321	391	-70	70,778
TOTAL: SCIENCE & ENGINEERING DIV.	493,576	7,027	2,047	4,980	498,556
Social Science Division					
Business Library	328,701	4,254	300	3,954	332,655
Documents Service Center	51,237	7,408	4,838	2,570	53,807
Journalism Library	13,896	206	16	190	14,086
Lehman Library	180,181	11,353	1,410	9,943	190,124
Social Work Library	114,269	4,408	31	4,377	118,646
TOTAL: SOCIAL SCIENCE DIVISION	688,284	27,629	6,595	21,034	709,318
Distinctive Collections					
Avery Library	121,598	2,869	597	2,272	123,870
Fine Arts Library	70,990	2,470	97	2,373	73,363
Ware Library	7,809	255	18	237	8,046
East Asian Library	445,197	5,866	46	5,820	451,017
Health Sciences Library	366,522	8,486	559	7,927	374,449
Law and International Law Library	626,073	10,401	1,656	8,745	634,818
Rare Book and Manuscript Library	383,515	5,902	1,031	4,871	388,386
Columbiana	20,494	1,437	923	514	21,008
TOTAL: DISTINCTIVE COLLECTIONS	2,042,198	37,686	4,927	32,759	2,074,957
TOTAL CHANGE IN SIZE OF COLLECTIONS:	5,110,757	99,053	17,362	81,691	5,192,448

*Includes Browsing Collection.
**Adjusted figure from last year's (1981) report.

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1981 - JUNE 30, 1982
SUMMARY SHEET: MICROFORMS

	MICROFORM REELS		MICROFICHES		MICROCARDS		MICROPRINTS		ALL MICROFORMS	
	Net Added	6/30/82	Net Added	6/30/82	Net Added	6/30/82	Net Added	6/30/82	Net Added	6/30/82
Humanities & History Division										
Library Service Library *	17	630	913	1,977	--	--	--	--	930	2,607
Microform Reading Room **	2,273	89,382	5,062	161,125	--	59,776	1,153	316,323	8,488	626,606
Music Library	--	952	--	846	--	3,957	--	--	--	5,755
Paterno Library	--	--	--	--	--	--	--	--	--	--
TOTAL: HUMANITIES & HISTORY DIV.	2,290	90,964	5,975	163,948	--	63,733	1,153	316,323	9,418	634,968
Science and Engineering Division										
Biological Sciences Library	103	1,906	2,975	3,704	--	--	--	--	3,078	5,610
Chemistry Library	130	1,072	181	423	--	1,403	--	--	311	2,898
Engineering Library	550	6,669	62,816	943,942	--	--	--	--	63,366	950,611
Geology Library	29	32	340	363	14	14	--	--	383	409
Geoscience (Lamont) Library	33	493	5,340	6,073	1	5,153	--	--	5,374	11,719
Mathematics Library	--	140	--	130	--	--	--	--	--	270
Physics Library	--	31	1	19	--	316	--	--	1	366
Psychology Library	1	108	--	2,255	--	--	--	--	1	2,363
Science Library	--	111	--	--	--	--	--	--	--	111
TOTAL: SCIENCE & ENGINEERING DIV.	846	10,562	71,653	956,909	15	6,886	--	--	72,514	974,357
Social Science Division										
Business Library	566	3,767	45,412	203,038	--	43,122	--	--	45,978	249,927
Documents Service Center	32	1,054	35,506	193,661	--	--	12	195,140	35,550	389,855
Journalism Library	33	1,385	--	--	--	--	--	--	33	1,385
Lehman Library	553	14,305	946	80,846	--	1,235	--	--	1,499	96,386
Social Work Library	--	14	--	3,247	--	--	--	--	--	3,268
TOTAL: SOCIAL SCIENCE DIV.	1,184	20,525	81,864	480,792	--	44,357	12	195,140	83,060	740,814
Distinctive Collections										
Avery Library	1	211	1,481	1,547	--	--	--	--	1,482	1,758
Fine Arts Library	1	79	--	211	--	--	--	--	1	290
East Asian Library	348	9,368	--	4,935	--	--	--	--	348	14,303
Health Sciences Library	16	62	533	1,437	--	--	69	669	618	2,168
Law Library	375	2,391	12,907	36,486	--	17,000	--	33,206	13,282	89,083
Rare Book & Manuscript Lib.	63	673	--	--	--	--	--	--	63	673
Columbiana	--	151	--	--	--	--	--	--	--	151
TOTAL: DISTINCTIVE COLLECTIONS	804	12,935	14,921	44,616	--	17,000	69	33,875	15,794	108,426
TOTAL CHANGE IN SIZE OF COLLECTIONS:	5,124	134,986	174,413	1,646,265	15	131,976	1,234	545,338	180,786	2,458,565

*Includes Graphic Arts Collection holdings.
**Includes General Reference and General Library holdings.

COLUMBIA UNIVERSITY

INTERDEPARTMENT MEMORANDUM

To Group Directors, Division Chiefs, Department Librarians, Heads of Distinctive Collections

Date August 26, 1982

Subject Statistics, July 1, 1981 - June 30, 1982

Enclosed you will find a draft copy of statistics for July 1, 1981 - June 30, 1982. Page 1 is Circulation Statistics and page 2 provides a general summary of figures on collections, processing, staff, circulation, and expenditures.

A draft copy of Change in Size of Collections, July 1, 1981 - June 30, 1982 for Standard Printed Materials and Microforms is also enclosed. Please note that these statistics are compiled from the Growth in Collection Statistics sheets supplied by the Cataloging department and the green Change in Size of Collection sheets supplied by unit librarians.

If you have any comments or corrections, please submit them to me by September 7, 1982. Thank you for your cooperation.

Roberta Friedman

Roberta Friedman
Executive Assistant to the
University Librarian

encl.

COLUMBIA UNIVERSITY LIBRARIES

CIRCULATION STATISTICS

JULY 1, 1981 - JUNE 30, 1982

HUMANITIES AND HISTORY DIVISION			
Butler Library (Central Stacks)		214,960	
Instructional Library:			
Burgess-Carpenter	54,925		
College	145,260		
Philosophy	4,753	204,938	
Interlibrary Loan		6,640	
Library Service Library		24,105	
Microform Reading Room		2,811	
Music Library		34,487	
Paterno Library		2,311	
Reference Collection		10,246	
TOTAL:			500,498
SCIENCE AND ENGINEERING DIVISION:			
Biological Sciences Library		12,499	
Chemistry Library		10,225	
Engineering Library		35,950	
Geology Library		6,374	
Geoscience Library		3,942	
Mathematics Library		16,851	
Physics Library		12,716	
Psychology Library		21,778	
TOTAL:			120,335
SOCIAL SCIENCE DIVISION			
Business Library		105,617	
Documents Service Center		3,442	
Journalism Library		15,005	
Lehman Library*		58,289	
Social Work Library**		39,217	
TOTAL:			221,570
DISTINCTIVE COLLECTIONS			
Avery Library		214,630	
Columbiana		244,797	
East Asian Library		36,231	
Health Sciences Library		84,414	
Law Library		25,802	
Rare Book and Manuscript Library		10,475	
Ware Library		6,944	
TOTAL:			623,293
TOTAL CIRCULATION OF COLUMBIA UNIVERSITY LIBRARIES:			1,465,696

*Includes Lehman Reserves
**Includes Social Work Reserves

COLUMBIA UNIVERSITY LIBRARIES

Statistics for the Year Ending June 30, 1982

Collections

Volumes cataloged or otherwise prepared for use (excluding manuscripts, pictures, phonograph records, architectural drawings, etc.)	5,191,986
Serials titles received	59,604
Microfilms (reels)	134,953
Microtext (physical units, excluding microfilms)	2,323,580
Total microform units	2,458,533

Processing

Volumes added to collections (gross)	97,833
Volumes withdrawn from collections	16,604
Volumes added to collections (net)	81,229
Periodical titles added (gross)	1,338
Other serials titles added (gross)	497
Serials and periodical titles discontinued	1,427
Volumes bound (commercial only)	41,723
Catalog cards produced	578,370

*Includes several professional positions other than librarians.

Staff (Budgeted Figures)

Number of professional staff (FTE)*	137
Full-time supporting and regular part-time supporting and supervisory staff (FTE)	280
Students and other hourly workers at FTE	119
TOTAL FTE	536

Circulation

Loans to individuals	1,428,295
Loans to Columbia libraries	13,536
Loans to non-Columbia libraries, including affiliates	23,865
TOTAL CIRCULATION	1,465,696

Expenditures

Salaries and wages	$ 7,003,156
Fringe benefits	1,325,368
Books, journals, and materials	2,672,123
Binding (commercial only)	272,867
Other (including office supplies, equipment)	976,687
TOTAL EXPENDITURES	$12,250,201

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1981 TO JUNE 30, 1982

SUMMARY SHEET: STANDARD PRINTED MATERIALS

	July 1, 1981	Total Added	Total Withdrawn	Net Change	June 30, 1982
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Paterno Library	19,679	227	5	222	19,901
Reference Collection	37,240	1,233	328	905	38,145
TOTAL: HUMANITIES & HISTORY DIV.	1,886,699**	26,024	3,793	22,231	1,908,930
Science and Engineering Division					
Biological Sciences Library	41,235	523	892	-369	40,866
Chemistry Library	34,765	970	-5	975	35,740
Engineering Library	172,755	1,785	375	1,410	174,165
Geology Library	78,760	914	36	878	79,638
Geoscience (Lamont) Library	19,831	853	4	849	20,680
Mathematics Library	24,913	476	32	444	25,357
Physics Library	23,868	543	135	408	24,276
Psychology Library	26,601	595	15	580	27,181
Science Library	70,848	321	391	-70	70,778
TOTAL: SCIENCE & ENGINEERING DIV.	493,576	6,980	1,875	5,105	498,681
Social Science Division					
Business Library	328,701	4,254	300	3,954	332,655
Documents Service Center	51,237	7,408	4,838	2,570	53,807
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Lehman Library	180,181	11,353	1,410	9,943	190,124
Social Work Library	114,269	4,408	31	4,377	118,646
TOTAL: SOCIAL SCIENCE DIVISION	688,284	27,629	6,595	21,034	709,318
Distinctive Collections					
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Fine Arts Library	70,990	2,470	97	2,373	73,363
Ware Library	7,809	255	18	237	8,046
East Asian Library	445,197	5,839	19	5,820	451,017
Health Sciences Library	366,522	8,027	0	8,027	374,549
Law and International Law Library	626,073	10,401	1,656	8,745	634,818
Rare Book and Manuscript Library	383,515	5,902	1,031	4,871	388,386
Columbiana	20,494	1,437	923	514	21,008
TOTAL: DISTINCTIVE COLLECTIONS	2,042,198	37,200	4,341	32,859	2,075,057
TOTAL CHANGE IN SIZE OF COLLECTIONS:	5,110,757	97,833	16,604	81,229	5,191,986

*Includes Browsing Collection.
**Adjusted figure from last year's (1981) report.

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1981 - JUNE 30, 1982
SUMMARY SHEET: MICROFORMS

	MICROFORM REELS		MICROFICHES		MICROCARDS		MICROPRINTS		ALL MICROFORMS	
	Net Added	6/30/82	Net Added	6/30/82	Net Added	6/30/82	Net Added	6/30/82	Net Added	6/30/82
Humanities & History Division										
Library Service Library *	17	630	913	1,977	--	--	--	--	930	2,607
Microform Reading Room **	2,273	89,382	5,062	161,125	--	59,776	1,153	316,323	8,488	626,606
Music Library	--	952	--	846	--	3,957	--	--	--	5,755
Paterno Library	--	--	--	--	--	--	--	--	--	--
TOTAL: HUMANITIES & HISTORY DIV.	2,290	90,964	5,975	163,948	--	63,733	1,153	316,323	9,418	634,968
Science and Engineering Division										
Biological Sciences Library	103	1,906	2,975	3,704	--	--	--	--	3,078	5,610
Chemistry Library	130	1,072	181	423	--	1,403	--	--	311	2,898
Engineering Library	550	6,669	62,816	943,942	--	--	--	--	63,366	950,611
Geology Library	29	32	340	363	14	14	--	--	383	409
Geoscience (Lamont) Library	33	493	5,341	6,074	1	5,153	--	--	5,375	11,720
Mathematics Library	--	140	--	130	--	--	--	--	--	270
Physics Library	--	31	1	19	--	316	--	--	1	366
Psychology Library	1	108	--	2,255	--	--	--	--	1	2,363
Science Library	--	111	--	--	--	--	--	--	--	111
TOTAL: SCIENCE & ENGINEERING DIV.	846	10,562	71,654	956,910	15	6,886	--	--	72,515	974,358
Social Science Division										
Business Library	566	3,767	45,412	203,038	--	43,122	--	--	45,978	249,927
Documents Service Center	32	1,054	35,506	193,661	--	--	12	195,140	35,550	389,855
Journalism Library	--	1,352	--	--	--	--	--	--	--	1,352
Lehman Library	553	14,305	946	80,846	--	1,235	--	--	1,499	96,386
Social Work Library	--	14	--	3,247	--	--	--	--	--	3,268
TOTAL: SOCIAL SCIENCE DIV.	1,151	20,492	81,864	480,792	--	44,357	12	195,140	83,027	740,781
Distinctive Collections										
Avery Library	1	211	1,481	1,547	--	--	--	--	1,482	1,758
Fine Arts Library	1	79	--	211	--	--	--	--	1	290
East Asian Library	348	9,368	--	4,935	--	--	--	--	348	14,303
Health Sciences Library	16	62	533	1,437	--	--	69	669	618	2,168
Law Library	375	2,391	12,907	36,486	--	17,000	--	33,206	13,282	89,083
Rare Book & Manuscript Lib.	63	673	--	--	--	--	--	--	63	673
Columbiana	--	151	--	--	--	--	--	--	--	151
TOTAL: DISTINCTIVE COLLECTIONS	804	12,935	14,921	44,616	--	17,000	69	33,875	15,794	108,426
TOTAL CHANGE IN SIZE OF COLLECTIONS:	5,091	134,953	174,414	1,646,266	15	131,976	1,234	545,338	180,754	2,458,533

*Includes Graphic Arts Collection holdings.
**Includes General Reference and General Library holdings.

General Fund

1981/82	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	13 $8,490.70	2 $1,585.00	1 $ 400.00			$10,475.70
August	4 $ 80.00					$ 80.00
September	2 $ 48.00				1 $ 30.00	$ 78.00
October	2 $1,625.00	1 $ 450.00			1 $71.25	$2,146.25
November	1 $ 42.50					$ 42.50
December	3 $270.95	5 $600.70	4 $6,276.00		1 $6.00	$7,153.65
January	1 $170.00					$ 170.00
February	3 $350.00					$350.00
March	3 $1192.50					$1,192.50
April						—
May	1 $22.50					$ 22.50
June						
						—
TOTALS	12,272.15	2,035.70	6,676.00	—	107.25	21,711.10

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Appropriation: #21,825

Duplicates

1981/82	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August	1 Disraeli $1,750.00					$ 1,750.00
September						—
October						—
November						—
December			2 Quebec $5,075.00			$ 5,075.00
January	2 [illegible] $1,650.00		2 Masefield R— $ 900.00			$ 2,550.00
February	1 Harris $475.00	2 Henekey Fuller $225.00	1 Sissins $1840.00			$2,540.00
March	1 $ 10.00	1 DuMaurier ($ letters) $360.00			1 restoration of R. Kent drawing $75.00	$ 445.00
April	5 Pudney, crane $320.00	1 Mitchison ca $115.00				$ 435.00
May						—
June						
						—
TOTALS	4,205.00	700.00	7815.00		75.00	12,795.00

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Balance in Fund 6/30/81 : $12,879; 12/30/81 : $19,029.53

Appraisals

1981/82	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July				1 Accession $275.00		$ 275.00
August						—
September						—
October						—
November						—
December				1 Accession $1,350.00		$ 1,350.00
January						—
February						—
March				1 Accession $ 450.00		$ 450.00
April						—
May						—
June						
						—
TOTALS				2,075.00		2,075.00

Alexandrian $1,500

1981/82	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August						—
September						—
October			1 Weidlé Coll $5,250.00		1 delivery of Weidlé Coll. $1,218.83	$ 6,468.83
November						—
December				1 $ 50.00		$ 50.00
January						—
February						—
March						—
April						—
May						—
June						
						—
TOTALS			5,250.00	50.00	1,218.83	6,518.83

Allotment: $6,944.

1981/82	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	1 Eluard $ 564.00					$ 564.00
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
TOTALS						$564.00

Allotment: #564

1981/82	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	4 $3600.00	Euclid Vulpius Agartiomni Regiomontus				$ 3600.00
August						—
September	2 Proclus Laplace $1,025.00					$ 1025.00
October	3 Garcaso Euclid monte $3,100.00					$ 3100.00
November						—
December						—
January						—
February						
March						
April						
May						
June						
					—	—
TOTALS						7,725.00

Allotment: #7,824.

1981/82	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	1 Elwood $226.00					$ 226.00
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
TOTALS						$226.

Allotment : #226.

1981/82	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	5 $1115.00	Grosses International Manderstocks				$1115.00
August						—
September						—
October	4 $ 870.00					$ 870.00
November	1 $ 120.00					$ 120.00
December	6 $ 727.00					$ 727.00
January						
February						
March						
April						
May						
June						
TOTALS						2,832.00

Allotment: #2910.

1981/82	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August	1 Hemmen $ 150.00					$ 150.00
September						—
October	1 Masefield $ 225.00					$ 225.00
November						—
December						—
January	1 $275.00					$ 275.00
February	1 $450.00					$ 450.00
March						—
April						—
May						—
June						
						—
TOTALS	1100.00					1100.00

Allotment: $699 + 410 = ~~$1109~~ $1101

1981/82	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	3 $3000.00	Lovecraft Sandberg				$ 3,000.00
August						—
September						—
October						—
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						
						—
TOTALS	3000.00					3,000.00

Allotment: $3,308.

1981/82	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	1 Simplicius $1250.00					$ 1,250.00
August						—
September	1 Festus $2,000.00					$ 2,000.00
October	1 Mimes $ 300.00					$ 300.00
November						—
December						
January						
February						
March						
April						
May						
June						
						—
TOTALS						3,550.00

Allotment : $ 3595.

1981/82	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
TOTALS						

Friends Endowment

1981/82	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	2 Sandberg $7015.00					$ 7,015.00
August	1 $50.00					$ 50.00
September						—
October						—
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						
						—
TOTALS	7,065.00					$ 7,065.00

Allotment: $ 7,215. #7276

1981/82	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August	1 Cartmell $1,550.00					$ 1,550.00
September						—
October						—
November						
December						
January						
February						
March						
April						
May						
June						
						—
TOTALS						$1550.00

Allotment: $1,567. #1,626

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RPT 6G SUBCODE SUMMARY REPORT
BY SUBDEPT
AS OF 06-25-82

SUB DEPT	SUB CODE	SUB-CODE DESCRIPTION	ACCT NBR	ACCOUNT TITLE	ORIG BUDGET	REVISED BUDGET	YEAR TO DATE	OPEN COMMITMENTS	BUD BAL AVAILABLE
71057	0734	SALE OF DUP & PUBL	471019	0297 SPEC COLL DUP	0.00	0.00	8,517.03-	0.00	8,517.03
T	T				0.00	0.00	8,517.03-	0.00	8,517.03
71057	6810	LIBRARY BOOKS	271293	293-94,299,1293 SPEC	21,825.00	21,825.00	21,695.68	5.00	124.32
71057	6810	LIBRARY BOOKS	471019	0297 SPEC COLL DUP	7,500.00	7,500.00	13,187.71	0.00	5,687.71-
71057	6810	LIBRARY BOOKS	471293	293-94 SP CO INCOME	563.00	563.00	0.00	0.00	563.00
71057	6810	LIBRARY BOOKS	647731	0482 SMITH FUND	6,815.00	6,815.00	7,725.00	0.00	910.00-
71057	6810	LIBRARY BOOKS	647736	0497 LODGE FUND	1,333.00	1,333.00	3,550.00	0.00	2,217.00-
71057	6810	LIBRARY BOOKS	647746	0484 ULMANN FUND	3,033.00	3,033.00	2,821.00	0.00	212.00
71057	6810	LIBRARY BOOKS	647747	0483 STASSBURGER	226.00	226.00	226.00	0.00	0.00
71057	6810	LIBRARY BOOKS	647750	0429 EPSTEIN FUND	436.00	436.00	669.00	0.00	233.00-
71057	6810	LIBRARY BOOKS	647757	0536 ENGEL FUND	1,628.00	1,628.00	1,550.00	0.00	78.00
71057	6810	LIBRARY BOOKS	647758	0534 FRIEDS OF CUL	7,276.00	7,276.00	7,065.00	0.00	211.00
71057	6810	LIBRARY BOOKS	648346	0491-AARON BERG FUND	3,308.00	3,308.00	3,000.00	0.00	308.00
71057	6810	LIBRARY BOOKS	680394	0425 BAKHMETEFF FUND	6,944.00	6,944.00	6,590.08	0.00	353.92
71057	6810	LIBRARY BOOKS	685192	0490 MIXER ENDOWMENT	1,121.00	1,121.00	1,137.45	0.00	16.45-
T	T				62,008.00	62,008.00	69,216.92	5.00	7,213.92-
71057	6813		271293	293-94,299,1293 SPEC	2,000.00	2,000.00	2,075.00	0.00	75.00-
T	T				2,000.00	2,000.00	2,075.00	0.00	75.00-
71057	6820	PERIODICALS	271293	293-94,299,1293 SPEC	1,650.00	1,650.00	1,854.86	0.00	204.86-
71057	6820	PERIODICALS	471293	293-94 SP CO INCOME	108.00	108.00	0.00	0.00	108.00
T	T				1,758.00	1,758.00	1,854.86	0.00	96.86-
71057	6840	BINDING	271293	293-94,299,1293 SPEC	5,000.00	5,000.00	5,678.00	0.00	678.00-
T	T				5,000.00	5,000.00	5,678.00	0.00	678.00-
T	*				70,766.00	70,766.00	70,307.75	5.00	453.25
*	*				2,835,000.00	2,835,000.00	2,472,868.06	213,098.23	152,642.08

71057

RPT 6G SPECIAL COLLECTIONS

SUBCODE SUMMARY REPORT
BY SUBDEPT
AS OF 05-31-82

SUB DEPT	SUB CODE	SUB-CODE DESCRIPTION	ACCT NBR	ACCOUNT TITLE	ORIG BUDGET	REVISED BUDGET	YEAR TO DATE	OPEN COMMITMENTS	BUD BAL AVAILABLE
71057	0734	SALE OF DUP & PUBL	471019	0297 SPEC COLL DUP	0.00	0.00	3,226.58-	0.00	3,226.58
T	T				0.00	0.00	3,226.58-	0.00	3,226.58
71057	6810	LIBRARY BOOKS	271293	293-94,299,1293 SPEC	21,825.00	21,825.00	21,695.63	5.00	124.32
71057	6810	LIBRARY BOOKS	471019	0297 SPEC COLL DUP	7,500.00	7,500.00	12,998.71	0.00	5,498.71-
71057	6810	LIBRARY BOOKS	471293	293-94 SP CO INCOME	563.00	563.00	0.00	0.00	563.00
71057	6810	LIBRARY BOOKS	647731	0482 SMITH FUND	6,815.00	6,815.00	7,725.00	0.00	910.00-
71057	6810	LIBRARY BOOKS	647736	0497 LODGE FUND 8595	1,333.00	1,333.00	3,550.00	0.00	2,217.00-
71057	6810	LIBRARY BOOKS	647745	0484 ULMANN FUND	3,033.00	3,033.00	2,821.00	0.00	212.00
71057	6810	LIBRARY BOOKS	647747	0483 STASSBURGER	226.00	226.00	226.00	0.00	0.00
71057	6810	LIBRARY BOOKS	647750	0429 EPSTEIN FUND	436.00	436.00	669.00	0.00	233.00-
71057	6810	LIBRARY BOOKS	647757	0536 ENGEL FUND	1,628.00	1,628.00	1,550.00	0.00	78.00
71057	6810	LIBRARY BOOKS	647758	0534 FRIENDS OF CUL	7,276.00	7,276.00	7,065.00	0.00	211.00
71057	6810	LIBRARY BOOKS	648346	0491-AARON BERG FUND	3,308.00	3,308.00	3,000.00	0.00	308.00
71057	6810	LIBRARY BOOKS	680394	0425 BAKHMETEEF FUND	6,944.00	6,944.00	6,590.08	0.00	353.92
71057	6810	LIBRARY BOOKS	685192	0490 MIXER ENDOWMENT	1,121.00	1,121.00	1,137.45	0.00	16.45-
T	T				62,009.00	62,009.00	69,027.92	5.00	7,024.92-
71057	6813		271293	293-94,299,1293 SPEC	2,000.00	2,000.00	2,075.00	0.00	75.00-
T	T				2,000.00	2,000.00	2,075.00	0.00	75.00-
71057	6820	PERIODICALS	271293	293-94,299,1293 SPEC	1,650.00	1,650.00	1,729.86	0.00	79.86-
71057	6820	PERIODICALS	471293	293-94 SP CO INCOME	108.00	108.00	0.00	0.00	108.00
T	T				1,758.00	1,758.00	1,729.86	0.00	28.14
71057	6840	BINDING	271293	293-94,299,1293 SPEC	5,000.00	5,000.00	5,522.70	0.00	522.70-
T	T				5,000.00	5,000.00	5,522.70	0.00	522.70-
T	*				70,766.00	70,766.00	70,128.90	5.00	632.10
*	*				2,830,001.00	2,830,001.00	2,255,838.13	178,782.01	398,989.18

RPT 2T

SPECIAL COLLECTIONS

SUBCODE SUMMARY REPORT
BY SUBDEPT
AS OF 04-30-82

SUB DEPT	SUB CODE	SUB-CODE DESCRIPTION	ACCT NBR	ACCOUNT TITLE	ORIG BUDGET	REVISED BUDGET	YEAR TO DATE	OPEN COMMITMENTS	BUD BAL AVAILABLE
71057	0734	SALE OF DUP & PUBL	471019	0297 SPEC COLL DUP	0.00	0.00	8,226.58-	0.00	8,226.58
T	T				0.00	0.00	8,226.58-	0.00	8,226.58
71057	3998	BUDGET POOL	647731	0482 SMITH FUND	0.00	0.00	0.00	0.00	0.00
71057	3998	BUDGET POOL	647736	0497 LODGE FUND	0.00	0.00	0.00	0.00	0.00
71057	3998	BUDGET POOL	647746	0484 ULMANN FUND	0.00	0.00	0.00	0.00	0.00
71057	3998	BUDGET POOL	647747	0483 STASSBURGER	0.00	0.00	0.00	0.00	0.00
71057	3998	BUDGET POOL	647750	0495 EPSTEIN FUND	0.00	0.00	0.00	0.00	0.00
71057	3998	BUDGET POOL	647757	0536 ENGEL FUND	0.00	0.00	0.00	0.00	0.00
71057	3998	BUDGET POOL	647758	0534 FRIENDS OF CUL	0.00	0.00	0.00	0.00	0.00
71057	3998	BUDGET POOL	649346	0491-AARON BERG FUND	0.00	0.00	0.00	0.00	0.00
T	T				0.00	0.00	0.00	0.00	0.00
71057	2302	TRAVEL-UNDIFFER	271293	293-94,299,1293 SPEC	0.00	0.00	0.00	0.00	0.00
T	T				0.00	0.00	0.00	0.00	0.00
71057	2320	DOMESTIC TRAVEL	271293	293-94,299,1293 SPEC	0.00	0.00	0.00	0.00	0.00
T	T				0.00	0.00	0.00	0.00	0.00
71057	3400	SERVICES-GENERAL	271293	293-94,299,1293 SPEC	0.00	0.00	0.00	0.00	0.00
71057	3600	SERVICES-GENERAL	471019	0297 SPEC COLL DUP	0.00	0.00	0.00	0.00	0.00
T	T				0.00	0.00	0.00	0.00	0.00
71057	3617	REPRODUCING	271293	293-94,299,1293 SPEC	0.00	0.00	0.00	0.00	0.00
71057	3617	REPRODUCING	471019	0297 SPEC COLL DUP	0.00	0.00	0.00	0.00	0.00
T	T				0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	271293	293-94,299,1293 SPEC	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	471019	0297 SPEC COLL DUP	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	647731	0482 SMITH FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	647736	0497 LODGE FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	647746	0484 ULMANN FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	647747	0483 STASSBURGER	0.00	0.00	0.00	0.00	0.00

SPECIAL COLLECTIONS

RPT 2T

SUBCODE SUMMARY REPORT
BY SUBDEPT
AS OF 03-31-82

SUB DEPT	SUB CODE	SUB-CODE DESCRIPTION	ACCT NBR	ACCOUNT TITLE	ORIG BUDGET	REVISED BUDGET	YEAR TO DATE	OPEN COMMITMENTS	BUD BAL AVAILABLE
71057	6800	LIBRARY ACQUISITION	647750	0429 EPSTEIN FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	647757	0536 ENGEL FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	647758	0534 FRIEDS OF CUL	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	680394	0425 BAKHMETEEF FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	685192	0490 MIXER ENDOWMENT	0.00	0.00	0.00	0.00	0.00
T	T				0.00	0.00	0.00	0.00	0.00
71057	6810	LIBRARY BOOKS	271293	293-94,299,1293 SPEC	21,825.00	21,825.00	21,640.68	5.00	179.32
71057	6810	LIBRARY BOOKS	471019	0297 SPEC COLL DUP	7,500.00	7,500.00	12,038.59	0.00	4,538.59-
71057	6810	LIBRARY BOOKS	471293	293-94 SP CO INCOME	563.00	563.00	0.00	0.00	563.00
71057	6810	LIBRARY BOOKS	647731	0482 SMITH FUND	6,815.00	6,815.00	7,725.00	0.00	910.00-
71057	6810	LIBRARY BOOKS	647736	0497 LODGE FUND	1,333.00	1,333.00	3,550.00	0.00	2,217.00-
71057	6810	LIBRARY BOOKS	647746	0484 ULMANN FUND	3,033.00	3,033.00	2,821.00	0.00	212.00
71057	6810	LIBRARY BOOKS	647747	0483 STASSBURGER	226.00	226.00	226.00	0.00	0.00
71057	6810	LIBRARY BOOKS	647750	0429 EPSTEIN FUND	436.00	436.00	669.00	0.00	233.00-
71057	6810	LIBRARY BOOKS	647757	0536 ENGEL FUND	1,628.00	1,628.00	1,550.00	0.00	78.00
71057	6810	LIBRARY BOOKS	647758	0534 FRIEDS OF CUL	7,276.00	7,276.00	7,065.00	0.00	211.00
71057	6810	LIBRARY BOOKS	648346	0491-AARON BERG FUND	3,308.00	3,308.00	3,000.00	0.00	308.00
71057	6810	LIBRARY BOOKS	680394	0425 BAKHMETEEF FUND	6,944.00	6,944.00	6,590.08	0.00	353.92
71057	6810	LIBRARY BOOKS	685192	0490 MIXER ENDOWMENT	1,121.00	1,121.00	1,137.45	0.00	16.45-
T	T				62,008.00	62,008.00	68,012.80	5.00	6,009.80-
71057	6813		271293	293-94,299,1293 SPEC	2,000.00	2,000.00	1,625.00	0.00	375.00
T	T				2,000.00	2,000.00	1,625.00	0.00	375.00
71057	6820	PERIODICALS	271293	293-94,299,1293 SPEC	1,650.00	1,650.00	1,486.82	0.00	163.18
71057	6820	PERIODICALS	471293	293-94 SP CO INCOME	108.00	108.00	0.00	0.00	108.00
T	T				1,758.00	1,758.00	1,486.82	0.00	271.18
71057	6830	CONTINUATIONS	271293	293-94,299,1293 SPEC	0.00	0.00	0.00	0.00	0.00
T	T				0.00	0.00	0.00	0.00	0.00
71057	6840	BINDING	271293	293-94,299,1293 SPEC	5,000.00	5,000.00	3,936.30	0.00	1,063.70

RPT 2T

SUBCODE SUMMARY REPORT
BY SUBDEPT
AS OF 03-31-82

SUB DEPT	SUB CODE	SUB-CODE DESCRIPTION	ACCT NBR	ACCOUNT TITLE	ORIG BUDGET	REVISED BUDGET	YEAR TO DATE	OPEN COMMITMENTS	BUD BAL AVAILABLE
T	T				5,000.00	5,000.00	3,936.30	0.00	1,063.70
71057				0533 FRIENDS OF LIB			0.00		
71057				0535 MISC GIFTS			0.00		
T	T				0.00	0.00	0.00	0.00	0.00
T	*				70,766.00	70,766.00	66,844.34	5.00	3,916.66

RPT 2T

SUBCODE SUMMARY REPORT
BY SUBDEPT
AS OF 02-28-82

SPECIAL COLLECTIONS

SUB DEPT	SUB CODE	SUB-CODE DESCRIPTION	ACCT NBR	ACCOUNT TITLE	ORIG BUDGET	REVISED BUDGET	YEAR TO DATE	OPEN COMMITMENTS	BLD BAL AVAILABLE
71057	6800	LIBRARY ACQUISITION	647750	0429 EPSTEIN FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	647757	0536 ENGEL FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	647758	0534 FRIEDS OF CUL	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	680394	0425 BAKHMETEEF FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	685192	0490 MIXER ENDOWMENT	0.00	0.00	0.00	0.00	0.00
T	T				0.00	0.00	0.00	0.00	0.00
71057	6810	LIBRARY BOOKS	271293	293-94,299,1293 SPEC	21,825.00	21,825.00	20,126.20	5.00	1,693.80
71057	6810	LIBRARY BOOKS	471019	0297 SPEC COLL DUP	7,500.00	7,500.00	10,198.59	0.00	2,698.59-
71057	6810	LIBRARY BOOKS	471293	293-94 SP CO INCOME	563.00	563.00	0.00	0.00	563.00
71057	6810	LIBRARY BOOKS	647731	0482 SMITH FUND	6,815.00	6,815.00	7,725.00	0.00	910.00-
71057	6810	LIBRARY BOOKS	647736	0497 LODGE FUND	1,333.00	1,333.00	3,550.00	0.00	2,217.00-
71057	6810	LIBRARY BOOKS	647746	0484 ULMANN FUND	3,033.00	3,033.00	2,821.00	0.00	212.00
71057	6810	LIBRARY BOOKS	647747	0483 STASSBURGER	226.00	226.00	226.00	0.00	0.00
71057	6810	LIBRARY BOOKS	647750	0429 EPSTEIN FUND	436.00	436.00	669.00	0.00	233.00-
71057	6810	LIBRARY BOOKS	647757	0536 ENGEL FUND	1,628.00	1,628.00	1,550.00	0.00	78.00
71057	6810	LIBRARY BOOKS	647758	0534 FRIEDS OF CUL	7,276.00	7,276.00	7,065.00	0.00	211.00
71057	6810	LIBRARY BOOKS	648346	0491-AARON BERG FUND	3,308.00	3,308.00	3,000.00	0.00	308.00
71057	6810	LIBRARY BOOKS	680394	0425 BAKHMETEEF FUND	6,944.00	6,944.00	6,590.08	0.00	353.92
71057	6810	LIBRARY BOOKS	685192	0490 MIXER ENDOWMENT	1,121.00	1,121.00	1,137.45	0.00	16.45-
T	T				62,008.00	62,008.00	64,658.32	5.00	2,655.32-
71057	6813		271293	293-94,299,1293 SPEC	2,000.00	2,000.00	1,625.00	0.00	375.00
T	T				2,000.00	2,000.00	1,625.00	0.00	375.00
71057	6820	PERIODICALS	271293	293-94,299,1293 SPEC	1,650.00	1,650.00	1,449.10	0.00	200.90
71057	6820	PERIODICALS	471293	293-94 SP CO INCOME	108.00	108.00	0.00	0.00	108.00
T	T				1,758.00	1,758.00	1,449.10	0.00	308.90
71057	6830	CONTINUATIONS	271293	293-94,299,1293 SPEC	0.00	0.00	0.00	0.00	0.00
T	T				0.00	0.00	0.00	0.00	0.00
71057	6840	BINDING	271293	293-94,299,1293 SPEC	5,000.00	5,000.00	3,883.60	0.00	1,116.40

RPT 2T

SUBCODE SUMMARY REPORT
BY SUBDEPT
AS OF 02-28-82

SPECIAL COLLECTIONS

SUB DEPT	SUB CODE	SUB-CODE DESCRIPTION	ACCT NBR	ACCOUNT TITLE	ORIG BUDGET	REVISED BUDGET	YEAR TO DATE	OPEN COMMITMENTS	BUD BAL AVAILABLE
T	T				5,000.00	5,000.00	3,883.60	0.00	1,116.40
71057			0533	FRIENDS OF LIB			0.00		
71057			0535	MISC GIFTS			0.00		
T	T				0.00	0.00	0.00	0.00	0.00
T	*				70,766.00	70,766.00	63,499.44	5.00	7,261.56

RPT 2T

SUBCODE SUMMARY REPORT
BY SUBDEPT
AS OF 01-31-82

SPECIAL COLLECTIONS

SUB DEPT	SUB CODE	SUB-CODE DESCRIPTION	ACCT NBR	ACCOUNT TITLE	ORIG BUDGET	REVISED BUDGET	YEAR TO DATE	OPEN COMMITMENTS	BUD BAL AVAILABLE
71057	6800	LIBRARY ACQUISITION	647750	0429 EPSTEIN FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	647757	0536 ENGEL FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	647758	0534 FRIEDS OF CUL	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	680394	0425 BAKHMETEEF FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	685192	0490 MIXER ENDOWMENT	0.00	0.00	0.00	0.00	0.00
T	T				0.00	0.00	0.00	0.00	0.00
71057	6810	LIBRARY BOOKS	271293	293-94,299,1293 SPEC	21,825.00	21,825.00	17,775.81	29.95	4,019.24
71057	6810	LIBRARY BOOKS	471019	0297 SPEC COLL DUP	7,500.00	7,500.00	8,225.00	0.00	725.00-
71057	6810	LIBRARY BOOKS	471293	293-94 SP CO INCOME	563.00	563.00	0.00	0.00	563.00
71057	6810	LIBRARY BOOKS	647731	0482 SMITH FUND	6,815.00	6,815.00	7,725.00	0.00	910.00-
71057	6810	LIBRARY BOOKS	647736	0497 LODGE FUND	1,333.00	1,333.00	3,550.00	0.00	2,217.00-
71057	6810	LIBRARY BOOKS	647746	0484 ULMANN FUND	3,033.00	3,033.00	2,821.00	0.00	212.00
71057	6810	LIBRARY BOOKS	647747	0483 STASSBURGER	226.00	226.00	226.00	0.00	0.00
71057	6810	LIBRARY BOOKS	647750	0429 EPSTEIN FUND	436.00	436.00	644.15	0.00	208.15-
71057	6810	LIBRARY BOOKS	647757	0536 ENGEL FUND	1,628.00	1,628.00	1,550.00	0.00	78.00
71057	6810	LIBRARY BOOKS	647758	0534 FRIEDS OF CUL	7,276.00	7,276.00	7,065.00	0.00	211.00
71057	6810	LIBRARY BOOKS	648346	0491-AARON BERG FUND	3,308.00	3,308.00	3,000.00	0.00	308.00
71057	6810	LIBRARY BOOKS	680394	0425 BAKHMETEEF FUND	6,944.00	6,944.00	6,590.08	0.00	353.92
71057	6810	LIBRARY BOOKS	685192	0490 MIXER ENDOWMENT	1,121.00	1,121.00	408.45	0.00	712.55
T	T				62,008.00	62,008.00	59,580.49	29.95	2,397.56
71057	6813		271293	293-94,299,1293 SPEC	2,000.00	2,000.00	1,625.00	0.00	375.00
T	T				2,000.00	2,000.00	1,625.00	0.00	375.00
71057	6820	PERIODICALS	271293	293-94,299,1293 SPEC	1,650.00	1,650.00	1,351.15	0.00	298.85
71057	6820	PERIODICALS	471293	293-94 SP CO INCOME	108.00	108.00	0.00	0.00	108.00
T	T				1,758.00	1,758.00	1,351.15	0.00	406.85
71057	6830	CONTINUATIONS	271293	293-94,299,1293 SPEC	0.00	0.00	0.00	0.00	0.00
T	T				0.00	0.00	0.00	0.00	0.00
71057	6840	BINDING	271293	293-94,299,1293 SPEC	5,000.00	5,000.00	3,725.20	0.00	1,274.80

RPT 2T SUBCODE SUMMARY REPORT SPECIAL COLLECTIONS
BY SUBDEPT
AS OF 01-31-82

SUB DEPT	SUB CODE	SUB-CODE DESCRIPTION	ACCT NBR	ACCOUNT TITLE	ORIG BUDGET	REVISED BUDGET	YEAR TO DATE	OPEN COMMITMENTS	BUD BAL AVAILABLE
T	T				5,000.00	5,000.00	3,725.20	0.00	1,274.80
71057				0533 FRIENDS OF LIB			0.00		
71057				0535 MISC GIFTS			0.00		
T	T				0.00	0.00	0.00	0.00	0.00
T	*				70,766.00	70,766.00	58,165.26	29.95	12,570.79

RPT 2T

SUBCODE SUMMARY REPORT
BY SUBDEPT
AS OF 12-31-81

SPECIAL COLLECTIONS

SUB DEPT	SUB CODE	SUB-CODE DESCRIPTION	ACCT NBR	ACCOUNT TITLE	ORIG BUDGET	REVISED BUDGET	YEAR TO DATE	OPEN COMMITMENTS	BUD BAL AVAILABLE
71057	6800	LIBRARY ACQUISITION	647750	0429 EPSTEIN FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	647757	0536 ENGEL FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	647758	0534 FRIEDS OF CUL	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	680394	0425 BAKHMETEEF FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	685192	0490 MIXER ENDOWMENT	0.00	0.00	0.00	0.00	0.00
T	T				0.00	0.00	0.00	0.00	0.00
71057	6810	LIBRARY BOOKS	271293	293-94,299,1293 SPEC	21,825.00	21,825.00	12,708.84	29.95	9,086.21
71057	6810	LIBRARY BOOKS	471019	0297 SPEC COLL DUP	7,500.00	7,500.00	1,750.00	0.00	5,750.00
71057	6810	LIBRARY BOOKS	471293	293-94 SP CO INCOME	563.00	563.00	0.00	0.00	563.00
71057	6810	LIBRARY BOOKS	647731	0482 SMITH FUND	6,815.00	6,815.00	7,725.00	0.00	910.00-
71057	6810	LIBRARY BOOKS	647736	0497 LODGE FUND	1,333.00	1,333.00	3,550.00	0.00	2,217.00-
71057	6810	LIBRARY BOOKS	647746	0484 ULMANN FUND	3,033.00	3,033.00	2,089.00	0.00	944.00
71057	6810	LIBRARY BOOKS	647747	0483 STASSBURGER	226.00	226.00	226.00	0.00	0.00
71057	6810	LIBRARY BOOKS	647750	0429 EPSTEIN FUND	436.00	436.00	644.15	0.00	208.15-
71057	6810	LIBRARY BOOKS	647757	0536 ENGEL FUND	1,628.00	1,628.00	1,550.00	0.00	78.00
71057	6810	LIBRARY BOOKS	647758	0534 FRIEDS OF CUL	7,276.00	7,276.00	7,065.00	0.00	211.00
71057	6810	LIBRARY BOOKS	648346	0491-AARON BERG FUND	3,308.00	3,308.00	3,000.00	0.00	308.00
71057	6810	LIBRARY BOOKS	680394	0425 BAKHMETEEF FUND	6,944.00	6,944.00	6,540.08	0.00	403.92
71057	6810	LIBRARY BOOKS	685192	0490 MIXER ENDOWMENT	1,121.00	1,121.00	408.45	0.00	712.55
T	T				62,008.00	62,008.00	47,256.52	29.95	14,721.53
71057	6813		271293	293-94,299,1293 SPEC	0.00	0.00	275.00	0.00	275.00-
T	T				0.00	0.00	275.00	0.00	275.00-
71057	6820	PERIODICALS	271293	293-94,299,1293 SPEC	1,650.00	1,650.00	1,351.15	0.00	298.85
71057	6820	PERIODICALS	471293	293-94 SP CO INCOME	108.00	108.00	0.00	0.00	108.00
T	T				1,758.00	1,758.00	1,351.15	0.00	406.85
71057	6830	CONTINUATIONS	271293	293-94,299,1293 SPEC	2,000.00	2,000.00	0.00	0.00	2,000.00
T	T				2,000.00	2,000.00	0.00	0.00	2,000.00
71057	6840	BINDING	271293	293-94,299,1293 SPEC	5,000.00	5,000.00	2,575.20	0.00	2,424.80

SPECIAL COLLECTIONS

RPT 2T

SUBCODE SUMMARY REPORT
BY SUBDEPT
AS OF 12-31-81

SUB DEPT	SUB CODE	SUB-CODE DESCRIPTION	ACCT NBR	ACCOUNT TITLE	ORIG BUDGET	REVISED BUDGET	YEAR TO DATE	OPEN COMMITMENTS	BUD BAL AVAILABLE
T	T				5,000.00	5,000.00	2,575.20	0.00	2,424.80
71057				0533 FRIENDS OF LIB			0.00		
71057				0535 MISC GIFTS			0.00		
T	T				0.00	0.00	0.00	0.00	0.00
T	*				70,766.00	70,766.00	43,941.29	29.95	26,794.76

RPT 2T SUBCODE SUMMARY REPORT SPECIAL COLLECTIONS
BY SUBDEPT
AS OF 11-30-81

SUB DEPT	SUB CODE	SUB-CODE DESCRIPTION	ACCT NBR	ACCOUNT TITLE	ORIG BUDGET	REVISED BUDGET	YEAR TO DATE	OPEN COMMITMENTS	BLD BAL AVAILABLE
71057	6800	LIBRARY ACQUISITION	647750	0429 EPSTEIN FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	647757	0536 ENGEL FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	647758	0534 FRIEDS OF CUL	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	680394	0425 BAKHMETEEF FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	685192	0490 MIXER ENDOWMENT	0.00	0.00	0.00	0.00	0.00
T	T				0.00	0.00	0.00	0.00	0.00
71057	6810	LIBRARY BOOKS	271293	293-94,299,1293 SPEC	21,825.00	21,825.00	12,666.34	29.95	9,128.71
71057	6810	LIBRARY BOOKS	471019	0297 SPEC COLL DUP	7,500.00	7,500.00	1,750.00	0.00	5,750.00
71057	6810	LIBRARY BOOKS	471293	293-94 SP CO INCOME	583.00	583.00	0.00	0.00	583.00
71057	6810	LIBRARY BOOKS	647731	0432 SMITH FUND	6,815.00	6,815.00	7,725.00	0.00	910.00-
71057	6810	LIBRARY BOOKS	647736	0497 LODGE FUND	1,333.00	1,333.00	3,550.00	0.00	2,217.00-
71057	6810	LIBRARY BOOKS	647746	0484 ULMANN FUND	3,033.00	3,033.00	1,966.00	0.00	1,067.00
71057	6810	LIBRARY BOOKS	647747	0483 STASSBURGER	226.00	226.00	226.00	0.00	0.00
71057	6810	LIBRARY BOOKS	647750	0429 EPSTEIN FUND	436.00	436.00	644.15	0.00	208.15-
71057	6810	LIBRARY BOOKS	647757	0536 ENGEL FUND	1,628.00	1,628.00	1,550.00	0.00	78.00
71057	6810	LIBRARY BOOKS	647758	0534 FRIEDS OF CUL	7,276.00	7,276.00	7,065.00	0.00	211.00
71057	6810	LIBRARY BOOKS	648345	0491-AARON BERG FUND	3,308.00	3,308.00	3,000.00	0.00	308.00
71057	6810	LIBRARY BOOKS	680394	0425 BAKHMETEEF FUND	6,944.00	6,944.00	6,102.34	0.00	841.66
71057	6810	LIBRARY BOOKS	685192	0490 MIXER ENDOWMENT	1,121.00	1,121.00	408.45	0.00	712.55
T	T				62,008.00	62,008.00	46,683.28	29.95	15,324.77
71057	6813		271293	293-94,299,1293 SPEC	0.00	0.00	275.00	0.00	275.00-
T	T				0.00	0.00	275.00	0.00	275.00-
71057	6820	PERIODICALS	271293	293-94,299,1293 SPEC	1,650.00	1,650.00	1,295.63	0.00	354.37
71057	6820	PERIODICALS	471293	293-94 SP CO INCOME	108.00	108.00	0.00	0.00	108.00
T	T				1,758.00	1,758.00	1,295.63	0.00	462.37
71057	6830	CONTINUATIONS	271293	293-94,299,1293 SPEC	2,000.00	2,000.00	0.00	0.00	2,000.00
T	T				2,000.00	2,000.00	0.00	0.00	2,000.00
71057	6840	BINDING	271293	293-94,299,1293 SPEC	5,000.00	5,000.00	2,561.40	0.00	2,438.60

RPT 2T SUBCODE SUMMARY REPORT SPECIAL COLLECTIONS
BY SUBDEPT
AS OF 11-30-81

SUB DEPT	SUB CODE	SUB-CODE DESCRIPTION	ACCT NBR	ACCOUNT TITLE	ORIG BUDGET	REVISED BUDGET	YEAR TO DATE	OPEN COMMITMENTS	BUD BAL AVAILABLE
T	T				5,000.00	5,000.00	2,561.40	0.00	2,438.60
71057				0533 FRIENDS OF LIB			0.00		
71057				0535 MISC GIFTS			0.00		
T	T				0.00	0.00	0.00	0.00	0.00
T	*				70,766.00	70,766.00	46,554.93	29.95	24,181.12

Gifts

Month	No. of Donations	Vols.	Miss.	Total Value	Friends value	
July	17	180	17,215	$31,102.50	$23,382.50	
Aug	11	50	25,422	3,065.	3,550.	
Sept	6	3	675	2,385	0	
Oct	10	40	94,003	49.643	2,090.	
Nov	11	3,737	10,972	44,705	0	
Dec	20	130	6,943	30,001	19,882	
6 Mo. Totals	(75)	(4,140)	(155,235)	$160,901.50	$48,904.50	
Jan	17	1,762	76,940	171,330.60	41,936.10	
Feb	14	165	28,660	47,519.85	44,046.95	
Mar	10	3	52,711	12,931	2,985.	
3 mo. totals	41	1930	158,311	236,781.57	88,968.05	
9 mo. totals	116	6070	313,541	397,683.07	137,872.55	
Apr	9	40	1,060	$6,530.	$4,325.	
May	5	125	1,001	$3,179.10	$60	
June	14	14	78,132	$44,267.90	$6,247.90	
12 mo. totals	144	6,249 vols	393,734	$451,660.07	$148,505.45	

COLUMBIA UNIVERSITY
THE LIBRARIES Date 3/8/82

To OPC

From JY/nf

- ☐ review & comment
- ☐ per our conversation
- ☒ for your information
- ☐ at your request
- ☐ for your file
- ☐ forward to _____
- ☐ what should I reply?
- ☐ THANK YOU

and discussion at OPC
3.19.

nf

A29

COLUMBIA UNIVERSITY LIBRARIES

Quarterly Management Report

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1. Purpose

The quarterly management reports are meant to provide the University Libraries and senior management with consistent, reliable information on the performance and service directions of the Libraries. Therefore, the reports focus on library programs and operations, with particular attention to performance criteria and performance measurement. They are summary descriptions intended to monitor and direct library activities.

Implicit in the reports is the understanding that library objectives devolve from the mission of the Libraries through the Groups and Distinctive Collections and their subordinate departments. Responsibility for the accomplishment of these objectives is inherent in the duties of every staff member but especially in the assignments of supervisory and managerial staff. Managers are expected to perceive their obligation to the Libraries and Columbia in terms of providing the necessary environment, tools, and knowledge for their staff to perform their work at the highest level of their capabilities. The reports are one mechanism by which senior management of the Libraries can periodically articulate the fulfillment of their service obligation in a context that allows continual appraisal of library performance by themselves and their peers. Hence, the reports are addressed to the University Librarian although they will be shared among the senior management of the Libraries.

2. Reporting units and responsible individuals.

Reports are prepared by the following unit heads:

Director, Library Services Group
Director, Resources Group
Director, Technical Services Group
Avery Librarian
East Asian Librarian
Health Sciences Librarian
Rare Book and Manuscript Librarian
Assistant University Librarian for Personnel
Assistant University Librarian for Planning
Chairperson, Professional Review Committee
Chairperson, Decision Team on the Future of the Catalog

One report each year may be designated the Annual Report and therefore be somewhat more comprehensive or more detailed than the typical summary quarterly report.

3. Structure and format

The focus of the reports is twofold:

1. Improvement through change and the introduction of new services
2. Fulfillment of continuing service objectives

The reporting unit provides a brief summary for each broadly defined service program. The summary addresses what has been done, what is in progress, what needs to be done, and any miscellaneous activities or events worth noting. For what has been done, continuing activities are described separately from projects with clearly defined beginning and termination points. In abbreviated form, the structure for each service program can be viewed as follows:

1. Accomplishments
   a. Continuing activities
   b. Projects
2. Problems
3. Future directions
4. Miscellaneous

4. Development

Service programs in each reporting unit are defined by the responsible individual. They are not absolute or fixed, although some programs are so fundamental to library service that they are likely to be part of every report from certain reporting units. Reference, cataloging, acquisitions processing, circulation, and preservation are some examples. The reporting responsibility is meant to be flexible enough so that programs can be added or subdivided to give attention to the most noteworthy aspects of the units's work. The University Librarian may request inclusion of programs of particular interest. In general, the content and depth of the quarterly reports will be developed over time in consultation with the University Librarian.

TO BRC

12-25-11

RE, I AM OPPOSED TO COUNTING WHAT WAS NOT BEEN COUNTED BEFORE

The following

asks for very

precise statistics

on average

income we have

been kept statistics

The may burden us

with new forms

to be filled out

simplification

HCCL

Lobel, Arnold
The great blueness and other predicaments, by Arnold Lobel. New York: Harper & Row, c. 1968.

Gift of Frances Henne.

ON THE PRINCIPLE THAT NO ONE NEED EVER KNOW IT OR LIKE WOULD ALMOST BE CURIOUS-IT eg: Books shelved for one WITH KAL

FOR CONFERENCE → VL
~~BE~~
~~RE~~

COLUMBIA UNIVERSITY
INTERDEPARTMENT MEMORANDUM

Date February 23, 1982

To Group Directors, Division Chiefs, Heads of Distinctive Collections, Jerome Yavarkovsky

Subject Management reporting quarterly form

From Merrily E. Taylor, Director, Library Services Group

I attach a very early draft of the proposed services form, upon which I request your comments/criticisms/additions/deletions, etc. So that you may understand what I am doing here a little better, I present a list of background assumptions:

1. This form is designed for Department Libraries and Distinctive Collections (more on the latter below). "Non-typical" units--General Circulation, Butler Reference, Interlibrary Loan, the Library Information Office, the Microform/Periodical Reading Rooms, and the Service Program Development Office, will have to report separately using agreed-upon statistics.

2. My initial hope was that this form could be sent to Distinctive Collections as well as Department Libraries, with Distinctive Collections responding on the sections which were relevant to them. This would permit me to produce a quarterly report on services activities throughout the Libraries. With enough coordination in developing our respective forms, perhaps we could avoid undue pressure on the Distinctive Collections as a result of this particular objective.

3. If we are collecting data according to programs or functions rather than administrative units, there remains an unresolved question about technical services/collection development activities carried out in Department Libraries. My intention when I began working on this document was to collect data of interest to me as Director of Services, assuming that JEF/EPK would be gathering their own data from Department Libraries. Not only am I now beginning to question this assumption, but the logistics and paper flow problems of the process appear formidable. I would be willing to plug appropriate Tech Services/Collection Development data into my format, but then I begin to wonder how that would differ from our present system. Comments are welcome.

4. I would expect the forms to be turned in to the Division Chiefs, who would be responsible for summarizing the information and presenting me with a Division report. I would then summarize the Division and Distinctive Collection reports, along with the "non-typical" group listed in number 1 above, for PB.

5. Should we assume that the first "quarterly report" actually covers back to July 1981, or are we intending to begin the new process with an incomplete year?

I shall look forward to your comments. I would appreciate it if you could get back to me by March 8, 1982 so that I can move ahead on getting the form distributed.

sp
Enc.

cc: Patricia Battin

DRAFT

Library Services Group
Quarterly Report of Services Activity

Unit Reporting:_____ Quarter covered by this report:_____
Library:_____ _____
Division:_____

---

1. General Circulation activity

Number of charges this quarter _____

Average daily circulation this quarter _____

Number recalls this quarter _____

Number overdue/blocking notices this quarter _____

Number of books shelved this quarter _____

Staffing (changes, problems, enhancements, etc.):

General comments on circulation activity this quarter, including trends, concerns, objectives, etc. (Use extra sheets if necessary):

2. Reserve Circulation activity

Number of charges this quarter _____

Average daily circulation this quarter _____

Number overdue/blocking notices this quarter _____

Number of course lists handled this quarter _____

Number of items processed this quarter

_____monographs

_____photocopies/reprints

Staffing (changes, problems, enhancements, etc.):

General comments on reserve circulation activity this quarter, including trends, concerns, objectives, etc. (Use extra sheets if necessary):

3. Interlibrary loan activity

Number of charges on interlibrary loan to libraries OUTISDE Columbia (including Columbia affiliates) _____

Number of charges on interlibrary loan to libraries INSIDE Columbia _____

General comments on interlibrary lending this quarter, including trends, concerns, objectives, etc. (Use extra sheets if necessary):

4. Collection Maintenance activity (including inventory, preservation, rebinding, repair, replacement projects)

Number of replacement titles ordered this quarter _____

Number if items sent for rebinding, preservation treatment _____

Inventories held (include comments on any significant findings):

Shelfreading and/or shifting projects:

General comments on circulation activity this quarter, including trends, concerns, objectives, etc. (Use extra sheets if necessary):

5. Reference activity

Number of questions asked on "sample" day this quarter (details to be worked out later) _____

Use of RLIN in reference (include marketing techniques, problems, successes, new ideas attempted, etc):

Reference activity, continued.

Staffing (changes, problems, enhancements, etc):

General comments on reference activity this quarter, including trends, concerns, objectives, etc. (Use extra sheets if necessary):

6. Bibliographic instruction activity

Number of instructional class lectures this quarter _____

Number of consultations this quarter _____

Number of orientation or introductory sessions for incoming students/faculty this quarter _____

Number of tours this quarter _____

Subject lectures given for the first time this quarter, if any:

General comments on bibliographic instruction activity this quarter, including trends, concerns, objectives, etc. (Use extra sheets if necessary):

7. Data base searching activity

Number of paid searches done this quarter _____

Subject areas covered by paid searches done this quarter _____

Number of ready reference searches done this quarter _____

Subject areas covered by ready reference searches done this quarter:

Data bases searched this quarter, in order of frequency from most often used to least used:

Data base searching activity, continued.

General comments on data base searching this quarter, including trends, concerns, objectives, etc. (use extra sheets if necessary):

8. Publications

New publications produced this quarter (include bibliographies):

Publications revised this quarter:

General comments on publications activity this quarter, including trends, concerns, objectives, etc. (Use extra sheets if necessary):

9. New or special service programs offered this quarter:

10. General comments on this quarter's activity:

11. Technical services operations performed in Department Libraries: (discussions on necessary data ongoing with JEF)

12. Comments on last quarters objectives (include successes, delays, etc.)

13. Objectives for next quarter:

14. Information on Schools and Departments served (question to be used only in Quarter 1 report - July/August/September)

Number of undergraduates enrolled in primary service department(s) _____

Number of graduates enrolled in primary service department/school(s)_____

Number of full-time or part-time faculty in primary service department/school(s) _____

New or changed programs which may impact on library activities (indicate specific nature and possible impact):

General comments on School/Department trends, activities and problems anticipated in this academic year:

COLUMBIA UNIVERSITY

INTERDEPARTMENT MEMORANDUM

Date FEBRUARY 15, 1982

To K.A. LOHF, R. ELLENBOGEN

Subject ACQUISITION STATISTICS

All books, serials and pamphlets itemized as separate physical volumes or unbound pieces on the gift card record should be counted as "Arrears" for Rare Book Department processing Statistics. Include printed items added to both book and manuscript collections. In addition, those items processed by the Rare Book Department should be counted in the appropriate category of its processing statistics; those cataloged by Bibliographical Control should be counted in its statistics; and those processed by the Manuscript Department should be counted for its statistics.

This "double counting" is necessary so that at the end of the fiscal year printed items processed and cataloged can be substracted from "Arrears." Please remember, however, even though the Manuscript Department will add the number of items processed for manuscript collections to the "Uncataloged Collections" category in the Rare Book Department processing statistics, those items will not be "double counted" in the "Uncataloged Collections" column of the quarterly Change in Size of Collections Report.

Bernard R. Crystal
Assistant Librarian for
Manuscripts

BRC/my

COLUMBIA UNIVERSITY
INTERDEPARTMENT MEMORANDUM

BRC

Date November 20, 1981

To Heike Kordish

Subject Management Reporting

From Jef Fall

Kenneth Lohf
801 Butler Library

Here is a summary of some of the reactions of the Technical Services Group Department Heads to the management reporting document draft of 10/20/81. The document was reviewed at a Department Head meeting at which the OPC members of the Group also tried to sum up the OPC discussion. Since most of those present had not been in on the OPC review, they constituted a group that would be leaning strongly on the document as their guideline on how to participate in the process.

During our meeting there was a growing understanding that such a reporting mechanism could help the Libraries in achieving its service objectives. There was a strong feeling, however, that the Document should be re-drafted before it is circulated widely in order to clarify the approach, amend the language somewhat and to flesh it out with some of the ideas that emerged from OPC discussion. It was felt that the document could be made more persuasive and show better that the result would be worth the effort.

Specific comments:

1. Might the reports be more useful if the "audience" were OPC as well as the University Librarian? They could then be used by OPC possibly to help shape a unit's perceptions of what its problems are and what its future direction should be.

2. The concept of administrative vs. functional reporting did not seem clear. The list of reporting units, as amended, does include all the major administrative components.

The introduction of cross-administrative reporting is somewhat artificial and might prove more trouble than it is worth. For example, is it absolutely necessary that a "synthesis" of technical service activities be made in each quarterly report? If the reports of the Library Services Group and the Distinctive Collections each contained a technical service component, this information could easily be synthesized if it were needed for a particular purpose. This is not to say that on an annual basis an across-the-board synthesis might not be desirable.

3. There was some concern expressed that the document makes the process seem like a greater effort than appeared to be the Committee's intent, based on some of the comments at OPC (e.g. the comment

that the report might be generated by discussion at a meeting on the topic "What should go into this quarter's report?").

When the "service programs" which are to be reported on regularly have been identified, we thought that each Department Head might prepare a 1-page document summarizing:

1. What has been done
2. What is in progress
3. What needs to be done
4. Miscellaneous.

These could form the basis for a discussion that would lead to formulation of the Group Director's Quarterly Report.

4. a. The word "opportunities" did not appeal. Isn't there a less jargon-y alternative (e.g. future directions)?

b. "Service Program" seemed somewhat confusing as a generic term for functional areas throughout the Libraries. Is there something better?

5. It might be useful for the Document to spell out what need this reporting mechanism will fill that is not now being met. Also, for there to be a scheduled review after a year or so to be sure that the need is then being met.

6. In addition to the established "Service Programs" the University Librarian or OPC might pick a particular item to survey in a given quarter.

7. The relationship of statistics to the reports needs clarification.

8. "Service Program" was listed as "A." Was there a "B" section omitted?

cc: OPC members; Technical Service Group Department Heads

Columbia University Libraries
Management Reporting

Proposal for Comment 10/20/81

1. Purpose.

This structure of management reporting is intended to provide consistent and reliable information on the performance and service directions of The Libraries. The audience is the University Librarian. The focus of the reports is twofold:

a. Improvement through change and the introduction of new services.

b. Fulfillment of continuing service obligations.

2. Reporting units, responsible individuals.

Distinctive Collections
Reserves
Library Services Group, Director
Technical Services Group, Director
Personnel Office, Assistant University Librarian for Personnel
Planning Office, Assistant University Librarian for Planning
Professional Review Committee, Chair
RLIN Steering Committee, Chair

3. Frequency.

Quarterly reports, one of which is the Annual Report.

4. Structure and format.

Reporting is not administrative, but rather functional or programmatic. The reporting unit provides a brief narrative of accomplishments, problems, and opportunities for each of its service programs. Accomplishments are separated into continuing activities and projects. A miscellaneous or unstructured narrative may be included for activities which cannot be catagorized as accomplishments, problems or opportunities. The structure of a report would appear as follows:

A. Service Program

1. Accomplishments

a. Continuing Activities
b. Projects

2. Problems

3. Opportunities

4. Miscellaneous

Because reporting is not administrative, any organizational diversity or dissimilarity is highlighted in the narrative rather than in the structure of the report.

5. Development.

Service programs in each reporting unit will be defined by the responsible individual with the aid of a member of the Report Planning Task Force.

The responsible individual in each reporting unit will determine the structure and format of reports which serve as input to the quarterly reports.

And Feedback

COLUMBIA UNIVERSITY

INTERDEPARTMENT MEMORANDUM

Date December 1, 1981

To J. E. Fall

Subject Management Reporting

Having drafted the 10/20/81 proposal on Management Reporting, I offer the following clarification in response to your memorandum to Heike:

1. The purpose of the reporting mechanism is to provide reliable, consistent information on library programs and operations, with particular attention to performance criteria and performance measurement. The reports should be summary descriptions useful to monitor and direct library activities. These needs are not being met by any periodic library-wide written reports.

   The new reports replace the departmental annual reports which have been submitted to the University Librarian, although one of the quarterly reports should be more comprehensive and designated the Annual Report.

   The OPC discussion included the intention to review the process after each reporting period to ensure that it was achieving its purpose.

2. Although the reports are primarily for the University Librarian, we discussed in OPC and agreed on the value of sharing the reports among senior management.

3. One goal of the change is simplification and routinization of the reporting process. The document describing the structure ultimately reduces to brief quarterly reports on the four points listed, however phrased. The single word rubrics were meant for economy, not mystery.

4. Our administrative oraganization is not unrelated to our functional activities, so there is some identity of unit and function. A goal of the change is to broaden perceptions of responsibility and interrelationships so that, for example, technical services and public services are more readily seen as mutually supportive.

   The Distinctive Collections have reporting responsibilities beyond their relationship to the University Librarian. Their identification as reporting units provides the flexibility for them to report more comprehensively.

   Cross-administrative reporting is not the most important feature of the new structure. It is a valuable concept for linking central technical services policies to departmental activities. The reporting itself should evolve as the structure develops.

   Similarly, calling technical services activities Service Programs is not obligatory, but it might help supporting staff outside of public service units to identify themselves with the public service mission of the Libraries.

5. Statistics are related to the reports to the extent they are valuable in measuring performance. The reporting individual is responsible for determining evaluative criteria and measures in conjunction with the University Librarian and in the context of the goals of the Libraries.

   We must continue state, federal, and ARC reporting on collection growth, circulation, interlibrary loan, and expenditures, so these need to be submitted by departments as they have been. The role of these and other statistics in the new reporting structure is a matter of mutually perceived need or value.

6. The Service Programs are not meant to be absolute or permanent. In some cases, reports less frequent than quarterly might be adequate. Priorities will determine these factors. Hence, it is true that topics might be identified for survey in a given period.

7. The "A" was an unnecessary section heading. Each report should consist of several service program blocks similar to the one shown.

Jérôme Yavarkovsky

tla

cc: OPC

COLUMBIA UNIVERSITY
INTERDEPARTMENT MEMORANDUM

Date September 22, 1981

To Departmental Librarians and Distinctive Collection Librarians

Subject Quarterly change in size of collection reports

The instructions for completing the quarterly Change in Size of Collections report are attached. They have been modified to reflect the new routing procedure for serials which resulted from the Binding Procedures Committee Report. This procedure will have serials passing through the Serials Cataloging Department only once. The change takes place on page 2 in Section IV-3, SERIALS. You will note that more bound volumes will be reported by departmental libraries than formerly, because they will not be routed for a second time through Serials Cataloging and counted there.

Please send the quarterly reports to Roberta Friedman, Executive Assistant, 315 Butler Library. Call me at 3824 if you have any questions.

Jerome Yavarkovsky
Assistant University Librarian for Planning

cc: Division Chiefs: Mary Lou Lucy, Bruce Langdon, Maxine Reneker
J. Veenstra
L. Cummings

Attachments: C2.3 and C2.4

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS

I. Introduction

The purpose of this report is to provide a means of periodic reporting of all additions and withdrawals in a departmental library. These statistics are needed by the library administration for determining the actual holding of each library.

II. Forms and frequency of reporting

A. Quarterly Report (Forms C2.3 and C2.4)

PERIOD COVERED	DATE DUE
July 1 to September 30	October 10
October 1 to December 31	January 10
January 1 to March 31	April 10
April 1 to June 30	July 10

B. Annual Report (Forms C2.1 and C2.2)

The annual report will be prepared by the Planning Office.

III. Instructions for filling out the forms.

Quarterly Report

1. Fill in the library name

2. Fill in the name and extension of the professional staff member who is responsible for preparation of the report.

3. Enter the period dates. Please note the correct starting and ending dates.

4. Fill in the appropriate information. Please note that Line 1 (CHANGE IN SIZE OF COLLECTION) equals TOTAL ADDITIONS minus TOTAL WITHDRAWALS.

5. Do not count first copy additions to the collection or last copy withdrawals from the collection in your report. These items are counted by the Bibliographic Control Division and are included in the annual report.

IV. Instructions for Counting

Count and record only material which meets all of the following specifications:

1. It belongs to Columbia University or has been on deposit for at least five years.

2. It has been made accessible for use (e.g. through catalog records, public shelflists, findings lists, calendars, checked bibliographies, etc.) and is available to all patrons or broad groups of patrons and staff. Do not count arrears, unsorted gifts, storage, etc.

3. It has not been and will not be counted by the Bibliographic Control Division. Note the following instructions on counting multiple copies:

   MONOGRAPHS. Count all copies added which do not have the penciled call number on the back of title page.

   Count all copies withdrawn, except the last copy withdrawn.

   SERIALS. Count bound volumes which have not and will not be processed by Serials Cataloging in the bound state because they have already gone through Serials Cataloging in their unbound state. Do not report these bound volumes to Serials Cataloging. These volumes will have "Added to Central Cataloging Records" stamped on the front cover of each number that has already gone through Serials Cataloging. If there is any number without this stamped on it, then do not count the volume, but do route the entire bound volume through Serials Cataloging to update Central Cataloging Records.

   Count added copies of serials which are bound.

   Count all withdrawn serial volumes, but continue to report all serial withdrawals to Serials Cataloging so that Central Cataloging records can be corrected. Serials Cataloging will count only those bound volumes which they handle.

4. It belongs to one of the categories of material to be counted as indicated on the following pages.

V. Categories of Counted Material

A. Printed or Similar Material. Includes any printed or otherwise reproduced work containing text or other graphic portrayals of words, sounds, designs or illustrations, bound between covers or suitable for being so bound, and designed to be read without special equipment.

   1. Monographs. Includes portfolios, paper backs, pamphlets and cataloged off-prints. Count by physical volume or piece.

   2. Bound Serials. Count by physical volume. Keep serials count seperate.

   3. Unbound Serials. Count only if they will never be bound and if they constitute a significant segment of the collection. In such cases, count by bibliographic volumes; i.e. publisher's volume. Keep un-

bound serial count separate.

4. Master's Essays. Count Columbia Masters' Essays by physical volume.

5. Newspapers. Count only those which are cataloged and/or retained permanently. If bound or in portfolios, count by physical volume.

6. Librettos. Count by physical volume. Identify and enter in a blank space.*

7. Scores. Count by physical volume. Count as one unit each conductor's score plus any accompanying music issued in separate parts for performing purposes. Count sheet music by physical piece. Treat multiple copies of sheet music for choral performance as one volume, as if they were printings or separate parts. Identify scores and enter in blank space.*

8. Oriental Volumes. Count by physical volume, even though boxed or cased. Includes both the traditionally slim Chinese fascicle or ts's (satsu in Japanese) and the common Western style book adopted in the Orient in modern times. Identify and enter in a blank space.*

9. Uncataloged Government, Foundation and Industry Documents. Includes Technical Reports. If documents form a significant segment of the collection, count by physical volume. Identify and enter in a blank space.* Include cataloged government documents with monographs or serials and enter on appropriate lines.

10. Miscellaneous. Count all items listed under miscellaneous by physical unit and report on appropriate lines (e.g. monographs, maps, etc.).

    a. Braille volumes
    b. Cases and Boxes
    c. Doctoral Dissertations and Theses

B. Manuscripts. Includes handwritten or typewritten originals and unpublished copies made of such. Excludes Columbia Master's Essays which are reported separately. Count by piece.

C. Microforms. Includes all material primarily textual in nature which requires enlargement for normal reading.

1. Microfilm reels. Count by reel. Do not count master negative reels if their positive counterparts, possibly cut into smaller units, are being cataloged. Count the cataloged positive film by physical unit.

2. Microfiches. Count by piece, even if distributed by the publisher in boxes or cases labelled in such a way as to identify bibliographic units and intended to be so shelved permanently.

* Use blank spaces on form C2.4 or C2.5

3. Microcards. Same as #2.

4. Microprints. Same as #2.

D. Audio-Visual Materials. Includes all material requiring machines for use which is primarily non-textual.

1. Films. (motion pictures). Count by reel.

2. Film Strips. Count by strip.

3. Phonograph recordings. Count by disc.

4. Slides. Count by slide.

5. Tape Recordings. Count by reel.

E. Other Materials. Includes all other materials forming a part of the library's organized collections. Identify and enter each type held on blank lines provided on form.

1. Broadsides. Count by piece.

2. Clippings. Count by piece, unless kept in folders, in which case, count by folder.

3. Examinations. Count by physical volume.

4. Leaflets. (4 pages or less) Count by physical volume.

5. Maps, Charts. Count by sheets or by unit if rolled or unmounted.

6. Memoirs. (oral history) Count by piece.

7. Memorabilia. Count by piece.

8. Pamphlets. (uncataloged) Count by piece, unless bound or in portfolios, in which case count by volume.

9. Photographs. Count by piece, unless bound or in portfolios, in which case count by volume.

10. Pictures, prints, drawings. Count by piece, unless bound or in portfolios, in which case count by volume.

VI. Categories of Normally Uncounted Material

Count the following by physical volume only if they form a significant segment of the Collection and are organized for public use. Identify separately and list each on a blank space.

A. College Catalogs

B. Dealers' Catalogs

C. Trade Catalogs

D. Telephone Books

E. Uncataloged Office book collections

F. Uncataloged staff bibliographic aids

VII. Transfer of materials to or from other Columbia University Libraries.
All added copies transferred to another Columbia University Library are to be included on Line G.

All copies transferred from another Columbia University Library are to be included on Line G.

Interdepartmental Transfer of Material.
Transfer of uncataloged material and or multiple copies (other than the the last copy) to other libraries in the system should be reported by both transmitting and receiving libraries. The volume count of these materials should be reported in departmental additions and withdrawal columns and the Libraries involved specified in a footnote below.

VIII. Reductions in Collection Size as a Result of Inventory
Departmental Libraries should report only uncataloged material or multiple copies other than the last copy. These materials should be reported in the departmental withdrawal column. The last volume count reduction in the withdrawal column as a result of inventory should be specified in a footnote.

Withdrawal of single copy items and withdrawals of the last copy of multiple copy items are counted in the cataloging units.

XI. Questions
Contact the Library Planning Office, ext. 3824, if any problems or questions arise.

COLUMBIA UNIVERSITY

INTERDEPARTMENT MEMORANDUM

Date FEBRUARY 15, 1982

To K.A. LOHF, R. ELLENBOGEN BRC

Subject ACQUISITION STATISTICS

All books, serials and pamphlets itemized as separate physical volumes or unbound pieces on the gift card record should be counted as "Arrears" for Rare Book Department processing Statistics. Include printed items added to both book and manuscript collections. In addition, those items processed by the Rare Book Department should be counted in the appropriate category of its processing statistics; those cataloged by Bibliographical Control should be counted in its statistics; and those processed by the Manuscript Department should be counted for its statistics.

This "double counting" is necessary so that at the end of the fiscal year printed items processed and cataloged can be substracted from "Arrears." Please remember, however, even though the Manuscript Department will add the number of items processed for manuscript collections to the "Uncataloged Collections" category in the Rare Book Department processing statistics, those items will not be "double counted" in the "Uncataloged Collections" column of the quarterly Change in Size of Collections Report.

Brc

Bernard R. Crystal
Assistant Librarian for
Manuscripts

BRC/my

BC

COLUMBIA UNIVERSITY

INTERDEPARTMENT MEMORANDUM

Date August 11, 1975

To Jerome Yavarkovsky

Subject Monthly Circulation Report and Change in Size of Collection Report.

To comply with Planning Office procedures and to centralize the collection of statitistics in this division, effective July 1, 1975, Columbiana will submit Circulation and Size of Collection reports via the Rare Book and Manuscript Library. The Columbiana Circulation report may seem a bit inflated, but we have begun to more accurately count the great variety of unbound vertical file materials which are a predominant part of the collection. These files contain clippings, pamphlets, photographs, and other printed ephemera. Folders range in size from ca. 100 to 300 items, and we will estimate this in the same manner as the Rare Book and Manuscript Library has been estimating its manuscript criculation statistics. If this does not meet with your approval, let me know so we can discuss the matter.

Columbiana processes locally vertical file and other printed matter each month. We will also begin recording data on these changes in size of collections effective September 1, 1975.

Bernard R. Crystal

Bernard R. Crystal
Assistant Librarian for
Rare Books and Manuscripts

Library Services Group
Quarterly Report of Services Activity

Unit Reporting: Manuscript Dept
Library: Rare Book & Manuscript
Division: Distinctive Collections

Quarter covered by this report: July 1981 - March 1982
Person filling out report: Bernard R. Crystal

I. General Circulation Activity

Number of charges this quarter, total: Manuscripts 1,275,506 ms. items
Hard copy (printed) charges N.A.
Microform charges N.A.
Media charges N.A.

Average daily circulation this quarter 156,787 ms. items

Number recalls this quarter N.A.

Number overdue/blocking notices this quarter N.A.

Number of books shelved this quarter (include books picked up in library) N.A.

Staffing (changes, problems, enhancements, turn-over, etc.):

General comments on circulation activity this quarter, including trends, concerns, objectives, etc. (Use extra sheets if necessary):

2. Reserve Circulation activity

Number of charges this quarter, total: N.A.
Hard copy (printed) charges
Microform charges
Media charges

Average daily circulation this quarter N.A.

Number overdue/blocking notices this quarter N.A.

Number of course lists handled this quarter N.A.

Reserve Circulation activity, cont'd.

Number of items processed this quarter NA

_____ monographs

_____ photocopies/reprints

Staffing (changes, problems, enhancements, etc.):

NA

General comments on reserve circulation activity this quarter, including trends, concerns, objectives, etc. (Use extra sheets if necessary):

3. Interlibrary loan activity

Number of charges on interlibrary loan to libraries OUTSIDE Columbia, including Columbia affiliates (this category will consist mainly of books charged out by your unit to the central ILL office, for loan to other libraries) NA

Number of charges on intralibrary loan to libraries INSIDE Columbia (for example, charges for reserve use in other libraries) 392

Hard copy (printed) loans to other CUL units 392

Articles photocopied for other CUL units 0

General comments on interlibrary lending this quarter, including trends, concerns, objectives, etc. (Use extra sheets if necessary):

4. Collection maintenance activity (including inventory, preservation, rebinding, repair, replacement projects):

Number of replacement titles ordered this quarter NA

Amount of money spent on replacements this quarter (estimate from your original orders) NA

Number of items sent for commercial rebinding this quarter NA

Number of items sent for preservation treatment, repair this quarter NA

Inventories held (include comments on any significant findings):

Collection maintenance activity, cont'd.

Shelfreading and/or shifting projects:

See separate report submitted by Rare Book & Manuscript Library

General comments on collection maintenance activity, including trends, concerns, objectives, etc. (Use extra sheets if necessary):

See separate report...

5. Reference activity

Number and type of reference questions asked on three sample days this quarter (attach data collection forms)

See attached

Use of RLIN in reference (include marketing techniques, problems, successes, new ideas attempted, etc.)

N.A.

Staffing (changes, problems, enhancements, etc.):

See separate report...

General comments on reference activity this quarter, including trends, concerns, objectives, etc. (Use extra sheets if necessary):

6. Bibliographic instruction activity

Number of instructional class lectures this quarter 2

Number of consultations this quarter no count ever kept

Number of orientation or introductory sessions for incoming students/faculty this quarter 8

Bibliographic Instruction Activity, cont'd.

Number of tours this quarter N.A.

Subject lectures given for the first time this quarter, if any:

None

General comments on bibliographic instruction activity this quarter, including trends, concerns, objectives, etc. (Use extra sheets if necessary):

7. Data base searching activity (Statistics and financial data on data base searching in the Libraries are collected through the quarterly report prepared by the Data Base Administrator and the Data Base Services Committee. Department Librarians may wish to use this space to comment on general data base activities and trends within the unit).

N.A.

8. Publications activity

New publications produced this quarter (include bibliographies):

None

Publications revised this quarter:

None

Publications activity, cont'd.

General comments on publications activity this quarter, including trends, concerns, objectives, etc. (Use extra sheets if necessary):

N.A.

9. Technical services-related activities in department Libraries

Number of items recorded on kardex this quarter: N.A.

Number of issues claimed this quarter:
Claimed with Faxon N.A.
Other N.A.
Total N.A.

Number of general books and serial orders submitted to Acquisitions:

RLIN input N.A.

Typed orders N.A.

Total N.A.

Number of reserve book and serial orders submitted to Acquisitions:

RLIN input N.A.

Typed orders N.A.

Total N.A.

10. Planning and administration activity

Comments on last quarter's objectives (include accomplishments, delays, changes, etc.):

See separate report...

New or special service programs offered this quarter:

See separate report...

Planning and administration activity, cont'd.

General comments on this quarter's activity:

See separate report...

Objectives to be worked on in the next quarter:

see separate report

Have there been any changes, developments or trends in the primary School/ Department served by your unit which will require variations in your library's collections or services? (Indicate specific nature and possible impact):

N.A.

11. Information on Schools and Departments served (this question need only be answered in Quarter One report: July/August/September) N.A.

Number of undergraduates enrolled in primary service departments_____

Number of graduates enrolled in primary service departments/schools

Masters_____

Doctoral_____

Total_____

Number of full-time faculty in primary service department/school(s) (Include part-time faculty if on continuing appointment)_____

DEPARTMENT LIBRARIANS should return this form to the Division Chief by the requested due date.

DISTINCTIVE COLLECTION LIBRARIANS should return this form directly to the Office of the Director of Services by the requested due date.

SERVICES REFERENCE LOG

Manuscript Department

Today's Date APRIL 7, '8

Please place "hash mark" under appropriate category for each inquiry
This log should be turned in to The Department Librarian for submission to the Division Chief along with the unit's Quarterly Report of Services Activity

Hours	Directional	Catalog Assistance	Reference Assistance - under 5 minutes	Reference Assistance - 5 minutes and over (or utilizing more than two bibliographic sources)
9 - 10	IIII			
10 - 11	I			
11 - 12	IIII			
12 - 1	II			
1 - 2	III	III		
2 - 3	III	I	I	IIII
3 - 4	III	I	I	I
4 - 5	II			I
5 - closing				

Library Services Group
Quarterly Report of Services Activity

Unit Reporting: Rare Book Reading Room
Library: _____
Division: _____

Quarter covered by this report: Jan.-March 1982
Person filling out report: R. Ellenbogen

I. General Circulation Activity

Number of charges this quarter, total: 10,056 (JULY 1 - MARCH 31) Books MS.
Hard copy (printed) charges NA
Microform charges NA
Media charges NA

Average daily circulation this quarter 48.8

Number recalls this quarter NA

Number overdue/blocking notices this quarter NA

Number of books shelved this quarter (include books picked up in library) NA

Staffing (changes, problems, enhancements, turn-over, etc.):

New desk attendant

General comments on circulation activity this quarter, including trends, concerns, objectives, etc. (Use extra sheets if necessary):

2. Reserve Circulation activity

Number of charges this quarter, total: NA
Hard copy (printed) charges _____
Microform charges _____
Media charges _____

Average daily circulation this quarter NA

Number overdue/blocking notices this quarter NA

Number of course lists handled this quarter NA

Reserve Circulation activity, cont'd.

Number of items processed this quarter NA

_____ monographs

_____ photocopies/reprints

Staffing (changes, problems, enhancements, etc.):

General comments on reserve circulation activity this quarter, including trends, concerns, objectives, etc. (Use extra sheets if necessary):

3. Interlibrary loan activity

Number of charges on interlibrary loan to libraries OUTSIDE Columbia, including Columbia affiliates (this category will consist mainly of books charged out by your unit to the central ILL office, for loan to other libraries) 52

Number of charges on intralibrary loan to libraries INSIDE Columbia (for example, charges for reserve use in other libraries) _____

Hard copy (printed) loans to other CUL units 116

Articles photocopied for other CUL units _____

General comments on interlibrary lending this quarter, including trends, concerns, objectives, etc. (Use extra sheets if necessary):

4. Collection maintenance activity (including inventory, preservation, rebinding, repair, replacement projects): SEE ATTACHED

Number of replacement titles ordered this quarter _____

Amount of money spent on replacements this quarter (estimate from your original orders) _____

Number of items sent for commercial rebinding this quarter _____

Number of items sent for preservation treatment, repair this quarter _____

Inventories held (include comments on any significant findings):

Collection maintenance activity, cont'd.

Shelfreading and/or shifting projects:

NA

General comments on collection maintenance activity, including trends, concerns, objectives, etc. (Use extra sheets if necessary):

5. Reference activity

Number and type of reference questions asked on three sample days this quarter (attach data collection forms)

See attached

Use of RLIN in reference (include marketing techniques, problems, successes, new ideas attempted, etc.)

NA

Staffing (changes, problems, enhancements, etc.):

NA

General comments on reference activity this quarter, including trends, concerns, objectives, etc. (Use extra sheets if necessary):

6. Bibliographic instruction activity

Number of instructional class lectures this quarter 0

Number of consultations this quarter 0

Number of orientation or introductory sessions for incoming students/faculty this quarter 0

Bibliographic Instruction Activity, cont'd.

Number of tours this quarter 0

Subject lectures given for the first time this quarter, if any:

General comments on bibliographic instruction activity this quarter, including trends, concerns, objectives, etc. (Use extra sheets if necessary):

7. Data base searching activity (Statistics and financial data on data base searching in the Libraries are collected through the quarterly report prepared by the Data Base Administrator and the Data Base Services Committee. Department Librarians may wish to use this space to comment on general data base activities and trends within the unit).

0

8. Publications activity

New publications produced this quarter (include bibliographies):

NA

Publications revised this quarter:

NA

Publications activity, cont'd.

General comments on publications activity this quarter, including trends, concerns, objectives, etc. (Use extra sheets if necessary):

9. Technical services-related activities in department Libraries

Number of items recorded on kardex this quarter:_____

Number of issues claimed this quarter:
Claimed with Faxon_____
Other_____
Total_____

Number of general books and serial orders submitted to Acquisitions:

RLIN input_____

Typed orders_____

Total_____

Number of reserve book and serial orders submitted to Acquisitions:

RLIN input_____

Typed orders_____

Total_____

10. Planning and administration activity

Comments on last quarter's objectives (include accomplishments, delays, changes, etc.):

New or special service programs offered this quarter:

Planning and administration activity, cont'd.

General comments on this quarter's activity:

Objectives to be worked on in the next quarter:

Have there been any changes, developments or trends in the primary School/ Department served by your unit which will require variations in your library's collections or services? (Indicate specific nature and possible impact):

11. Information on Schools and Departments served (this question need only be answered in Quarter One report: July/August/September)

Number of undergraduates enrolled in primary service departments_____

Number of graduates enrolled in primary service departments/schools

Masters_____

Doctoral_____

Total_____

Number of full-time faculty in primary service department/school(s) (Include part-time faculty if on continuing appointment)_____

DEPARTMENT LIBRARIANS should return this form to the Division Chief by the requested due date.

DISTINCTIVE COLLECTION LIBRARIANS should return this form directly to the Office of the Director of Services by the requested due date.

SERVICES REFERENCE LOG

Please place "hash mark" under appropriate category for each inquiry
This log should be turned in to The Department Librarian for submission to the Division Chief along with the unit's Quarterly Report of Services Activity

Today's Date_____

Hours	Directional	Catalog Assistance	Reference Assistance - under 5 minutes	Reference Assistance - 5 minutes and over (or utilizing more than two bibliographic sources)
9 - 10	TOTAL = 2		TOTAL = 6	TOTAL = 4
10 - 11				//
11 - 12				
12 - 1				
1 - 2				
2 - 3				
3 - 4				
4 - 5				
5 - closing				

FIRST THREE QUARTERS

BINDING STATISTICS: RARE BOOK AND MANUSCRIPT LIBRARY 1981-82

COMMERCIAL BINDING RARE MATERIALS			55		
OTHER MATERIALS			52		
CU BIND-ERY SPECIAL REPAIRS	RARE		37		
	NON-RARE	P & E			
		REF.			
		B Ms CAT.	3		
SPECIAL B PF'S	RARE		40		
	NON-RARE		1		
B PF'S	RARE				
	NON-RARE				
PAM BINDING: STAPLE GAYLORD	RARE				
	NON-RARE	P & E			
		REF.			
		B Ms CAT.	2		
RARE BOOK PROCESSING GAYLORDS			505		
LACTATING AND OILING					
Notes: MATS			52		

COLUMBIA UNIVERSITY
INTERDEPARTMENT MEMORANDUM

Date March 30, 1982

To Rachael Goldstein, Health Sciences Library; Paula Kaufman, East Asian Library
Ken Lohf, Rare Book and Manuscript Library; Sha Fagan, Avery Library

Subject Quarterly report of Services Activity

From Merrily E. Taylor, Director, Library Services Group

I attach the newly developed Quarterly Report of Services Activity. I would appreciate it if you would fill out the sections of the form relevant to your unit and return it to me by April 10, 1982. As you know, this form is being used on an experimental basis in order to provide more consistency in the gathering of information for the Libraries' annual reports. We are anxious to have your opinions on the utility and clarity of the form, and any suggestions which you may have regarding improvements. In this first use of the form, please note the following qualifications:

1. Through this form we are attempting to gather some statistical data which we have never before counted. This means that you will be unable to answer some of the questions on this form at the present time; however, within the next few days you will be receiving statistics tabulation sheets for the next quarter. For this particular report, feel free to estimate responses, or, if that is impossible, disregard a particular question altogether.

2. Attached to this form you will find a sheet for counting reference questions; this sheet is to be used in conjunction with question number 5 on the form. Although the form refers to three sample days, for this report we will use only one. The reference question sample day for this report will be WEDNESDAY, APRIL 7, 1982. On that day, the attached form should be placed at all reference desks in your library and questions should be counted as indicated on the tabulation sheet. The completed sheet should be attached to the quarterly report form to be returned to me.

3. For this "start-up" effort, please note that this particular form should cover the period from July 1, 1981 to March 31, 1982. The next quarterly report will cover the months April - June 30, 1982 and will be due in July. (Specific date to be announced.) The tabulation forms which you will soon be receiving should make filling out the next quarterly report less traumatic.

4. The Quarterly Management Report Form is designed to gather consistent data on services activity from all units, where possible. It is understood that many of the items herein will not be applicable in the Distinctive Collections; therefore, please use your own judgment in how you wish to respond to this request. Whatever cooperation you can give will be appreciated.

5. If you have any questions about interpretation of a particular question, do not hesitate to call me.

sp

Library Services Group
Quarterly Report of Services Activity

Unit Reporting:_____ Quarter covered by this report:_____
Library:_____
Division:_____ Person filling out report:_____

I. General Circulation Activity

Number of charges this quarter, total:_____
Hard copy (printed) charges_____
Microform charges_____
Media charges_____

Average daily circulation this quarter_____

Number recalls this quarter_____

Number overdue/blocking notices this quarter_____

Number of books shelved this quarter (include books picked up in library)_____

Staffing (changes, problems, enhancements, turn-over, etc.):

General comments on circulation activity this quarter, including trends, concerns, objectives, etc. (Use extra sheets if necessary):

2. Reserve Circulation activity

Number of charges this quarter, total:_____
Hard copy (printed) charges_____
Microform charges_____
Media charges_____

Average daily circulation this quarter_____

Number overdue/blocking notices this quarter_____

Number of course lists handled this quarter_____

Reserve Circulation activity, cont'd.

Number of items processed this quarter

_____monographs

_____photocopies/reprints

Staffing (changes, problems, enhancements, etc.):

General comments on reserve circulation activity this quarter, including trends, concerns, objectives, etc. (Use extra sheets if necessary):

3. Interlibrary loan activity

Number of charges on interlibrary loan to libraries OUTSIDE Columbia, including Columbia affiliates (this category will consist mainly of books charged out by your unit to the central ILL office, for loan to other libraries)_____

Number of charges on intralibrary loan to libraries INSIDE Columbia (for example, charges for reserve use in other libraries)_____
Hard copy (printed) loans to other CUL units_____
Articles photocopied for other CUL units_____

General comments on interlibrary lending this quarter, including trends, concerns, objectives, etc. (Use extra sheets if necessary):

4. Collection maintenance activity (including inventory, preservation, rebinding, repair, replacement projects):

Number of replacement titles ordered this quarter_____

Amount of money spent on replacements this quarter (estimate from your original orders)_____

Number of items sent for commercial rebinding this quarter_____

Number of items sent for preservation treatment, repair this quarter_____

Inventories held (include comments on any significant findings):

Collection maintenance activity, cont'd.

Shelfreading and/or shifting projects:

General comments on collection maintenance activity, including trends, concerns, objectives, etc. (Use extra sheets if necessary):

5. Reference activity

Number and type of reference questions asked on three sample days this quarter (attach data collection forms)

Use of RLIN in reference (include marketing techniques, problems, successes, new ideas attempted, etc.)

Staffing (changes, problems, enhancements, etc.):

General comments on reference activity this quarter, including trends, concerns, objectives, etc. (Use extra sheets if necessary):

6. Bibliographic instruction activity

Number of instructional class lectures this quarter_____

Number of consultations this quarter_____

Number of orientation or introductory sessions for incoming students/faculty this quarter_____

Bibliographic Instruction Activity, cont'd.

Number of tours this quarter_____

Subject lectures given for the first time this quarter, if any:

General comments on bibliographic instruction activity this quarter, including trends, concerns, objectives, etc. (Use extra sheets if necessary):

7. Data base searching activity (Statistics and financial data on data base searching in the Libraries are collected through the quarterly report prepared by the Data Base Administrator and the Data Base Services Committee. Department Librarians may wish to use this space to comment on general data base activities and trends within the unit).

8. Publications activity

New publications produced this quarter (include bibliographies):

Publications revised this quarter:

Publications activity, cont'd.

General comments on publications activity this quarter, including trends, concerns, objectives, etc. (Use extra sheets if necessary):

9. Technical services-related activities in department Libraries

Number of items recorded on kardex this quarter:_____

Number of issues claimed this quarter:
Claimed with Faxon_____
Other_____
Total_____

Number of general books and serial orders submitted to Acquisitions:

RLIN input_____

Typed orders_____

Total_____

Number of reserve book and serial orders submitted to Acquisitions:

RLIN input_____

Typed orders_____

Total_____

10. Planning and administration activity

Comments on last quarter's objectives (include accomplishments, delays, changes, etc.):

New or special service programs offered this quarter:

Planning and administration activity, cont'd.

General comments on this quarter's activity:

Objectives to be worked on in the next quarter:

Have there been any changes, developments or trends in the primary School/ Department served by your unit which will require variations in your library's collections or services? (Indicate specific nature and possible impact):

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Number of graduates enrolled in primary service departments/schools

Masters_____

Doctoral_____

Total_____

Number of full-time faculty in primary service department/school(s) (Include part-time faculty if on continuing appointment)_____

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DISTINCTIVE COLLECTION LIBRARIANS should return this form directly to the Office of the Director of Services by the requested due date.

SERVICES REFERENCE LOG

Please place "hash mark" under appropriate category for each inquiry Today's Date_____
This log should be turned in to The Department Librarian for submission to the Division Chief along with the unit's Quarterly Report of Services Activity

Hours	Directional	Catalog Assistance	Reference Assistance - under 5 minutes	Reference Assistance - 5 minutes and over (or utilizing more than two bibliographic sources)
9 - 10				
10 - 11				
11 - 12				
12 - 1				
1 - 2				
2 - 3				
3 - 4				
4 - 5				
5 - closing				

COLUMBIA UNIVERSITY
INTERDEPARTMENT MEMORANDUM

BRC
~~MBB~~
SC

Date March 30, 1982

To Rachael Goldstein, Health Sciences Library; Paula Kaufman, East Asian Library
Ken Lohf, Rare Book and Manuscript Library; Sha Fagan, Avery Library

Subject Quarterly report of Services Activity

From Merrily E. Taylor, Director, Library Services Group

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1. Through this form we are attempting to gather some statistical data which we have never before counted. This means that you will be unable to answer some of the questions on this form at the present time; however, within the next few days you will be receiving statistics tabulation sheets for the next quarter. For this particular report, feel free to estimate responses, or, if that is impossible, disregard a particular question altogether.

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4. The Quarterly Management Report Form is designed to gather consistent data on services activity from all units, where possible. It is understood that many of the items herein will not be applicable in the Distinctive Collections; therefore, please use your own judgment in how you wish to respond to this request. Whatever cooperation you can give will be appreciated.

5. If you have any questions about interpretation of a particular question, do not hesitate to call me.

sp

COMPUTER DATE 08/17/82
TIME OF DAY 19:35:13
PGM=AM091

COLUMBIA UNIVERSITY ACCOUNTING SYSTEM REPORT

REPORT OF TRANSACTIONS FOR 06/31/82
REPORT DIST 1 = 700AB

ACCT: O-18261
DEPT: 700

SPECIAL COLLECTIONS DUPLICATIONS FUND

TO: YAVARKOVSKY,JEROME

ACCT CTL	DESCRIPTION	DATE	EC.	REF.	2ND REF.	J.E. OFFSET ACCT OR CHECK NO.	PREVIOUS BALANCE	CURRENT MONTH	TOTAL TO DATE	BATCH REF.	BATCH DATE
1100	CM TOTAL CLAIM ON CASH						5,350.77	802.00-	4,548.77		
3100	CM TOTAL FB CUR UNRESTRICTED						5,350.77-	802.00	4,548.77-		
9120	CM TOTAL BUDGET CONTROL MEMO						7,500.00		7,500.00		
9130	CM TOTAL BUDGET CONTROL MEMO						7,500.00		7,500.00		
9340	CM TOTAL INTRN RES REV SUM						9,530.53-		9,530.53-		
9540	CM TOTAL INTRN RES EXP SUM						13,187.71	802.00	13,989.71		
9640	CM TOTAL O C CONTROL MEMO						802.00	802.00-			
	FUND BALANCE CHANGE						3,657.18	802.00	4,459.18		

COMPUTER DATE 07/02/82
TIME OF DAY 09:09:02
PGM=AM091

COLUMBIA UNIVERSITY ACCOUNTING SYSTEM REPORT

REPORT OF TRANSACTIONS FOR 06/30/82
REPORT DIST 1 = 700AB

REPORT PAGE 31378
USER ID 62.1
ACCOUNT PAGE 1

ACCT: O-18261
DEPT: 700

SPECIAL COLLECTIONS DUPLICATIONS FUND

TO: YAVARKOVSKY,JEROME

ACCT CTL	DESCRIPTION	DATE	EC.	REF.	2ND REF.	J.E. OFFSET ACCT OR CHECK NO.	PREVIOUS BALANCE	CURRENT MONTH	TOTAL TO DATE	BATCH REF.	BATCH DATE
1100	CM TOTAL CLAIM ON CASH						4,235.82	1,114.95	5,350.77		
3100	CM TOTAL FB CUR UNRESTRICTED						4,235.82-	1,114.95-	5,350.77-		
9120	CM TOTAL BUDGET CONTROL MEMO						7,500.00		7,500.00		
9130	CM TOTAL BUDGET CONTROL MEMO						7,500.00		7,500.00		
9340	CM TOTAL INTRN RES REV SUM						8,226.58-	1,303.95-	9,530.53-		
9540	CM TOTAL INTRN RES EXP SUM						12,998.71	189.00	13,187.71		
9640	CM TOTAL O C CONTROL MEMO							802.00	802.00		
	FUND BALANCE CHANGE						4,772.13	1,114.95-	3,657.18		

COMPUTER DATE 06/04/82
TIME OF DAY 18:10:43
PGM=AM091

COLUMBIA UNIVERSITY ACCOUNTING SYSTEM REPORT

REPORT OF TRANSACTIONS FOR 05/31/82
REPORT DIST 1 = 700AB

REPORT PAGE 29969
USER ID 62.1
ACCOUNT PAGE 1

ACCT: O-18261
DEPT: 700

SPECIAL COLLECTIONS DUPLICATIONS FUND

TO: YAVARKOVSKY,JEROME

ACCT CTL	DESCRIPTION	DATE	EC.	REF.	2ND REF.	J.E. OFFSET ACCT OR CHECK NO.	PREVIOUS BALANCE	CURRENT MONTH	TOTAL TO DATE	BATCH REF.	BATCH DATE
1100	CM TOTAL CLAIM ON CASH						4,514.97	279.15-	4,235.82		
3100	CM TOTAL FB CUR UNRESTRICTED						4,514.97-	279.15	4,235.82-		
9120	CM TOTAL BUDGET CONTROL MEMO						7,500.00		7,500.00		
9130	CM TOTAL BUDGET CONTROL MEMO						7,500.00		7,500.00		
9340	CM TOTAL INTRN RES REV SUM						8,226.58-		8,226.58-		
9540	CM TOTAL INTRN RES EXP SUM						12,719.56	279.15	12,998.71		
	FUND BALANCE CHANGE						4,492.98	279.15	4,772.13		

COMPUTER DATE 05/06/82
TIME OF DAY 23:36:55
PGM=AM091

COLUMBIA UNIVERSITY ACCOUNTING SYSTEM REPORT

REPORT OF TRANSACTIONS FOR 04/30/82
REPORT DIST 1 = 700AB

REPORT PAGE 30097
USER ID 62.1
ACCOUNT PAGE 1

ACCT: O-18261
DEPT: 700

SPECIAL COLLECTIONS DUPLICATIONS FUND

TO: YAVARKOVSKY,JEROME

ACCT CTL	DESCRIPTION	DATE	EC.	REF.	2ND REF.	J.E. OFFSET ACCT OR CHECK NO.	PREVIOUS BALANCE	CURRENT MONTH	TOTAL TO DATE	BATCH REF.	BATCH DATE
1100	CM TOTAL CLAIM ON CASH						5,185.94	670.97-	4,514.97		
2100	BART*AUERBACH LV0616	04/08	62		22 MAR	4-71019-6810DR		360.00-		APD109	04/08
	BART*AUERBACH LV0616	04/08	42		22 MAR			360.00		APC113	04/12
2100	CM TOTAL VOUCHERS PAYABLE AP										
3100	CM TOTAL FB CUR UNRESTRICTED						5,185.94-	670.97	4,514.97-		
9120	CM TOTAL BUDGET CONTROL MEMO						7,500.00		7,500.00		
9130	CM TOTAL BUDGET CONTROL MEMO						7,500.00		7,500.00		
9340	CM TOTAL INTRN RES REV SUM						8,216.58-	10.00-	8,226.58-		
9540	CM TOTAL INTRN RES EXP SUM						12,038.59	680.97	12,719.56		
	FUND BALANCE CHANGE						3,822.01	670.97	4,492.98		

COMPUTER DATE 04/07/82
TIME OF DAY 22:34:40
PGM=AM091

COLUMBIA UNIVERSITY ACCOUNTING SYSTEM REPORT

REPORT OF TRANSACTIONS FOR 03/31/82
REPORT DIST 1 = 700AB

REPORT PAGE 30391
USER ID 62.1
ACCOUNT PAGE 1

ACCT: O-18261
DEPT: 700

SPECIAL COLLECTIONS DUPLICATIONS FUND

TO: YAVARKOVSKY,JEROME

ACCT CTL	DESCRIPTION	DATE	EC.	REF.	2ND REF.	J.E. OFFSET ACCT OR CHECK NO.	PREVIOUS BALANCE	CURRENT MONTH	TOTAL TO DATE	BATCH REF.	BATCH DATE
1100	CM TOTAL CLAIM ON CASH						6,925.94	1,740.00-	5,185.94		
2100	BART*AUERBACH LV0581	03/08	42		16 FEB			1,840.00		APC040	03/08
	BART*AUERBACH LV0581	03/08	62		16 FEB	4-71019-6810DR		1,840.00-		APD039	03/08
2100	CM TOTAL VOUCHERS PAYABLE AP										
3100	CM TOTAL FB CUR UNRESTRICTED						6,925.94-	1,740.00	5,185.94-		
9120	CM TOTAL BUDGET CONTROL MEMO						7,500.00		7,500.00		
9130	CM TOTAL BUDGET CONTROL MEMO						7,500.00		7,500.00		
9340	CM TOTAL INTRN RES REV SUM						8,116.58-	100.00-	8,216.58-		
9540	CM TOTAL INTRN RES EXP SUM						10,198.59	1,840.00	12,038.59		
	FUND BALANCE CHANGE						2,082.01	1,740.00	3,822.01		

COMPUTER DATE 03/10/82
TIME OF DAY 14:34:18
PGM=AM091

COLUMBIA UNIVERSITY ACCOUNTING SYSTEM REPORT

REPORT OF TRANSACTIONS FOR 02/28/82
REPORT DIST 1 = 700AB

REPORT PAGE 29278
USER ID 62.1
ACCOUNT PAGE 1

ACCT: O-18261
DEPT: 700

SPECIAL COLLECTIONS DUPLICATIONS FUND

TO: YAVARKOVSKY,JEROME

ACCT CTL	DESCRIPTION	DATE	EC.	REF.	2ND REF.	J.E. OFFSET ACCT OR CHECK NO.	PREVIOUS BALANCE	CURRENT MONTH	TOTAL TO DATE	BATCH REF.	BATCH DATE
1100	CM TOTAL CLAIM ON CASH						8,899.53	1,973.59-	6,925.94		
2100	BART*AUERBACH LV0565	02/12	42		1 FEB			475.00		APC004	02/15
	BART*AUERBACH LV0570	02/19	42		1 FEB			75.00		APC019	02/22
	BART*AUERBACH LV0565	02/12	62		1 FEB	4-71019-6810DR		475.00-		APD003	02/12
	BART*AUERBACH LV0570	02/19	62		1 FEB	4-71019-6810DR		75.00-		APD018	02/19
	BART*AUERBACH LV0570	02/19	62		1 FEB	4-71019-6810DR		150.00-		APD018	02/19
	BART*AUERBACH LV0570	02/19	42		1 FEB			150.00		APC019	02/22
2100	CM TOTAL VOUCHERS PAYABLE AP										
3100	CM TOTAL FB CUR UNRESTRICTED						8,899.53-	1,973.59	6,925.94-		
9120	CM TOTAL BUDGET CONTROL MEMO						7,500.00		7,500.00		
9130	CM TOTAL BUDGET CONTROL MEMO						7,500.00		7,500.00		
9340	CM TOTAL INTRN RES REV SUM						8,116.58-		8,116.58-		
9540	CM TOTAL INTRN RES EXP SUM						8,225.00	1,973.59	10,198.59		
	FUND BALANCE CHANGE						108.42	1,973.59	2,082.01		

COMPUTER DATE 02/04/82
TIME OF DAY 20:06:45
PGM=AM091

COLUMBIA UNIVERSITY ACCOUNTING SYSTEM REPORT

REPORT OF TRANSACTIONS FOR 01/31/82
REPORT DIST 1 = 700AB

REPORT PAGE 27741
USER ID 62.1
ACCOUNT PAGE 1

ACCT: O-18261
DEPT: 700

SPECIAL COLLECTIONS DUPLICATIONS FUND

TO: YAVARKOVSKY,JEROME

ACCT CTL	DESCRIPTION	DATE	EC.	REF.	2ND REF.	J.E. OFFSET ACCT OR CHECK NO.	PREVIOUS BALANCE	CURRENT MONTH	TOTAL TO DATE	BATCH REF.	BATCH DATE
1100	CM TOTAL CLAIM ON CASH						14,774.53	5,875.00-	8,899.53		
3100	CM TOTAL FB CUR UNRESTRICTED						14,774.53-	5,875.00	8,899.53-		
9120	CM TOTAL BUDGET CONTROL MEMO						7,500.00		7,500.00		
9130	CM TOTAL BUDGET CONTROL MEMO						7,500.00		7,500.00		
9340	CM TOTAL INTRN RES REV SUM						7,516.58-	600.00-	8,116.58-		
9540	CM TOTAL INTRN RES EXP SUM						1,750.00	6,475.00	8,225.00		
	FUND BALANCE CHANGE						5,766.58-	5,875.00	108.42		

COMPUTER DATE 01/09/82
TIME OF DAY 20:51:44
PGM=AM091

COLUMBIA UNIVERSITY ACCOUNTING SYSTEM REPORT

REPORT OF TRANSACTIONS FOR 12/31/81
REPORT DISTRIBUTION = 700AB

REPORT PAGE 27372
USER ID 62.1
ACCOUNT PAGE 1

ACCT: O-18261
DEPT: 700

SPECIAL COLLECTIONS DUPLICATIONS FUND

TO: YAVARKOVSKY,JEROME

ACCT CTL	DESCRIPTION	DATE	EC.	REF.	2ND REF.	J.E. OFFSET ACCT OR CHECK NO.	PREVIOUS BALANCE	CURRENT MONTH	TOTAL TO DATE	BATCH REF.	BATCH DATE
1100	CM TOTAL CLAIM ON CASH						11,488.33	3,286.20	14,774.53		
3100	CM TOTAL FB CUR UNRESTRICTED						11,488.33-	3,286.20-	14,774.53-		
9120	CM TOTAL BUDGET CONTROL MEMO						7,500.00		7,500.00		
9130	CM TOTAL BUDGET CONTROL MEMO						7,500.00		7,500.00		
9340	CM TOTAL INTRN RES REV SUM						4,230.38-	3,286.20-	7,516.58-		
9540	CM TOTAL INTRN RES EXP SUM						1,750.00		1,750.00		
	FUND BALANCE CHANGE						2,480.38-	3,286.20-	5,766.58-		

COMPUTER DATE 12/14/81
TIME OF DAY 10:31:21
PGM=AM091

COLUMBIA UNIVERSITY ACCOUNTING SYSTEM REPORT

REPORT OF TRANSACTIONS FOR 11/30/81
REPORT DISTRIBUTION = 700AB

REPORT PAGE 26891
USER ID 62.1
ACCOUNT PAGE 1

ACCT: O-18261
DEPT: 700

SPECIAL COLLECTIONS DUPLICATIONS FUND

TO: YAVARKOVSKY,JEROME

ACCT CTL	DESCRIPTION	DATE	EC.	REF.	2ND REF.	J.E. OFFSET ACCT OR CHECK NO.	PREVIOUS BALANCE	CURRENT MONTH	TOTAL TO DATE	BATCH REF.	BATCH DATE
1100	CM TOTAL CLAIM ON CASH						9,639.26	1,849.07	11,488.33		
3100	CM TOTAL FB CUR UNRESTRICTED						9,639.26-	1,849.07-	11,488.33-		
9120	CM TOTAL BUDGET CONTROL MEMO						7,500.00		7,500.00		
9130	CM TOTAL BUDGET CONTROL MEMO						7,500.00		7,500.00		
9340	CM TOTAL INTRN RES REV SUM						2,381.31-	1,849.07-	4,230.38-		
9540	CM TOTAL INTRN RES EXP SUM						1,750.00		1,750.00		
	FUND BALANCE CHANGE						631.31-	1,849.07-	2,480.38-		

COMPUTER DATE 11/06/81
TIME OF DAY 03:18:39
PGM=AM091

COLUMBIA UNIVERSITY ACCOUNTING SYSTEM REPORT

REPORT OF TRANSACTIONS FOR 10/31/81
REPORT DISTRIBUTION = 700AB

REPORT PAGE 27261
USER ID 62.1
ACCOUNT PAGE 1

ACCT: 0-18261
DEPT: 700

SPECIAL COLLECTIONS DUPLICATIONS FUND

TO: YAVARKOVSKY,JEROME

ACCT CTL	DESCRIPTION	DATE	EC.	REF.	2ND REF.	J.E. OFFSET ACCT OR CHECK NO.	PREVIOUS BALANCE	CURRENT MONTH	TOTAL TO DATE	BATCH REF.	BATCH DATE
1100	CM TOTAL CLAIM ON CASH						8,845.81	793.45	9,639.26		
3100	CM TOTAL FB CUR UNRESTRICTED						8,845.81-	793.45-	9,639.26-		
9120	CM TOTAL BUDGET CONTROL MEMO						7,500.00		7,500.00		
9130	CM TOTAL BUDGET CONTROL MEMO						7,500.00		7,500.00		
9340	CM TOTAL INTRN RES REV SUM						1,587.86-	793.45-	2,381.31-		
9540	CM TOTAL INTRN RES EXP SUM						1,750.00		1,750.00		
	FUND BALANCE CHANGE						162.14	793.45-	631.31-		

COMPUTER DATE 10/02/81
TIME OF DAY 18:09:56
PGM=AM091

COLUMBIA UNIVERSITY ACCOUNTING SYSTEM REPORT

REPORT OF TRANSACTIONS FOR 09/30/81
REPORT DISTRIBUTION = 700JY

ACCT: O-18261
DEPT: 700

SPECIAL COLLECTIONS DUPLICATIONS FUND

TO: YAVARKOVSKY,JEROME

ACCT CTL	DESCRIPTION	DATE	EC.	REF.	2ND REF.	J.E. OFFSET ACCT OR CHECK NO.	PREVIOUS BALANCE	CURRENT MONTH	TOTAL TO DATE	BATCH REF.	BATCH DATE
1100	CM TOTAL CLAIM ON CASH						10,595.81	1,750.00-	8,845.81		
3100	CM TOTAL FB CUR UNRESTRICTED						10,595.81-	1,750.00	8,845.81-		
9120	CM TOTAL BUDGET CONTROL MEMO							7,500.00	7,500.00		
9130	CM TOTAL BUDGET CONTROL MEMO							7,500.00	7,500.00		
9340	CM TOTAL INTRN RES REV SUM						1,587.86-		1,587.86-		
9540	CM TOTAL INTRN RES EXP SUM							1,750.00	1,750.00		
	FUND BALANCE CHANGE						1,587.86-	1,750.00	162.14		

COMPUTER DATE 08/20/81
TIME OF DAY 03:23:31
PGM=AM091

COLUMBIA UNIVERSITY ACCOUNTING SYSTEM REPORT

REPORT OF TRANSACTIONS FOR 06/31/81
REPORT DISTRIBUTION = 700JY

REPORT PAGE 23146
USER ID 62.1
ACCOUNT PAGE 1

ACCT: O-18261
DEPT: 700

SPECIAL COLLECTIONS DUPLICATIONS FUND

TO:

ACCT CTL	DESCRIPTION	DATE	EC.	REF.	2ND REF.	J.E. OFFSET ACCT OR CHECK NO.	PREVIOUS BALANCE	CURRENT MONTH	TOTAL TO DATE	BATCH REF.	BATCH DATE
1100	CM TOTAL CASH						9,007.95		9,007.95		
3100	CM TOTAL FUND BALANCE						9,007.95-		9,007.95-		
9340	CM TOTAL INTRN RES REV SUM						12,643.79-		12,643.79-		
9540	CM TOTAL INTRN RES EXP SUM						11,739.60		11,739.60		
	FUND BALANCE CHANGE						904.19-		904.19-		

COMPUTER DATE 06/02/81
TIME OF DAY 21:28:23
PGM=AM091

COLUMBIA UNIVERSITY ACCOUNTING SYSTEM REPORT

REPORT OF TRANSACTIONS FOR 05/31/81
REPORT DISTRIBUTION = 700JY

ACCT: O-18261
DEPT: 700

SPECIAL COLLECTIONS DUPLICATIONS FUND

TO:

ACCT CTL	DESCRIPTION	DATE	EC.	REF.	2ND REF.	J.E. OFFSET ACCT OR CHECK NO.	PREVIOUS BALANCE	CURRENT MONTH	TOTAL TO DATE	BATCH REF.	BATCH DATE
1100	CM TOTAL CASH						7,619.55	391.90-	7,227.65		
3100	CM TOTAL FUND BALANCE						7,619.55-	391.90	7,227.65-		
9340	CM TOTAL INTRN RES REV SUM						10,320.39-	543.10-	10,863.49-		
9540	CM TOTAL INTRN RES EXP SUM						10,804.60	935.00	11,739.60		
	FUND BALANCE CHANGE						484.21	391.90	876.11		

COMPUTER DATE 05/05/81
TIME OF DAY 06:40:31
PGM=AM091

COLUMBIA UNIVERSITY ACCOUNTING SYSTEM REPORT

REPORT OF TRANSACTIONS FOR 04/30/81
REPORT DISTRIBUTION = 700JY

ACCT: O-18261
DEPT: 700

SPECIAL COLLECTIONS DUPLICATIONS FUND

TO:

ACCT CTL	DESCRIPTION	DATE	EC.	REF.	2ND REF.	J.E. OFFSET ACCT OR CHECK NO.	PREVIOUS BALANCE	CURRENT MONTH	TOTAL TO DATE	BATCH REF.	BATCH DATE
1100	CM TOTAL CASH						11,486.84	3,867.29-	7,619.55		
2100	BART*AUERBACH LV0273	04/24	42		10 APR			750.00		APC497	04/27
	BART*AUERBACH LV0254	04/09	62		24 MAR	4-71019-6810DR		2,250.00-		APD468	04/09
	BART*AUERBACH LV0273	04/24	62		10 APR	4-71019-6810DR		750.00-		APD495	04/24
	BART*AUERBACH LV0254	04/09	42		24 MAR			2,250.00		APC471	04/13
2100	CM TOTAL VOUCHERS PAYABLE AP										
3100	CM TOTAL FUND BALANCE						11,486.84-	3,867.29	7,619.55-		
9340	CM TOTAL INTRN RES REV SUM						7,373.91-	2,946.48-	10,320.39-		
9540	CM TOTAL INTRN RES EXP SUM						3,990.83	6,813.77	10,804.60		
	FUND BALANCE CHANGE						3,383.08-	3,867.29	484.21		

COMPUTER DATE 04/01/81
TIME OF DAY 22:59:23
PGM=AM091

COLUMBIA UNIVERSITY ACCOUNTING SYSTEM REPORT

REPORT OF TRANSACTIONS FOR 03/31/81
REPORT DISTRIBUTION = 700JY

ACCT: O-18261
DEPT: 700

SPECIAL COLLECTIONS DUPLICATIONS FUND

TO:

ACCT CTL	DESCRIPTION	DATE	EC.	REF.	2ND REF.	J.E. OFFSET ACCT OR CHECK NO.	PREVIOUS BALANCE	CURRENT MONTH	TOTAL TO DATE	BATCH REF.	BATCH DATE
1100	CM TOTAL CASH						11,915.12	428.28-	11,486.84		
3100	CM TOTAL FUND BALANCE						11,915.12-	428.28	11,486.84-		
9340	CM TOTAL INTRN RES REV SUM						5,956.57-	1,417.34-	7,373.91-		
9540	CM TOTAL INTRN RES EXP SUM						2,145.21	1,845.62	3,990.83		
9640	CM TOTAL INT RES ENCUMBRANCE						159.07	159.07-			
	FUND BALANCE CHANGE						3,811.36-	428.28	3,383.08-		

RPT 2T SUBCODE SUMMARY REPORT SPECIAL COLLECTIONS
BY SUBDEPT
AS OF 11-30-81

SUB DEPT	SUB CODE	SUB-CODE DESCRIPTION	ACCT NBR	ACCOUNT TITLE	ORIG BUDGET	REVISED BUDGET	YEAR TO DATE	OPEN COMMITMENTS	BUD BAL AVAILABLE
71057	0734	SALE OF DUP & PUBL	471019	0297 SPEC COLL DUP	0.00	0.00	4,230.38-	0.00	4,230.38
T	T				0.00	0.00	4,230.38-	0.00	4,230.38
71057	0998	BUDGET POOL	647731	0482 SMITH FUND	0.00	0.00	0.00	0.00	0.00
71057	0998	BUDGET POOL	647736	0497 LODGE FUND	0.00	0.00	0.00	0.00	0.00
71057	0998	BUDGET POOL	647746	0484 ULMANN FUND	0.00	0.00	0.00	0.00	0.00
71057	0998	BUDGET POOL	647747	0483 STASSBURGER	0.00	0.00	0.00	0.00	0.00
71057	0998	BUDGET POOL	647750	0429 EPSTEIN FUND	0.00	0.00	0.00	0.00	0.00
71057	0998	BUDGET POOL	647757	0536 ENGEL FUND	0.00	0.00	0.00	0.00	0.00
71057	0998	BUDGET POOL	647758	0534 FRIENDS OF COL	0.00	0.00	0.00	0.00	0.00
71057	0998	BUDGET POOL	648346	0491-AARON BERG FUND	0.00	0.00	0.00	0.00	0.00
T	T				0.00	0.00	0.00	0.00	0.00
71057	2300	TRAVEL-UNDIFFER	271293	293-94,299,1293 SPEC	0.00	0.00	0.00	0.00	0.00
T	T				0.00	0.00	0.00	0.00	0.00
71057	2320	DOMESTIC TRAVEL	271293	293-94,299,1293 SPEC	0.00	0.00	0.00	0.00	0.00
T	T				0.00	0.00	0.00	0.00	0.00
71057	3600	SERVICES-GENERAL	271293	293-94,299,1293 SPEC	0.00	0.00	0.00	0.00	0.00
71057	3600	SERVICES-GENERAL	471019	0297 SPEC COLL DUP	0.00	0.00	0.00	0.00	0.00
T	T				0.00	0.00	0.00	0.00	0.00
71057	3617	REPRODUCING	271293	293-94,299,1293 SPEC	0.00	0.00	0.00	0.00	0.00
71057	3617	REPRODUCING	471019	0297 SPEC COLL DUP	0.00	0.00	0.00	0.00	0.00
T	T				0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	271293	293-94,299,1293 SPEC	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	471019	0297 SPEC COLL DUP	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	647731	0482 SMITH FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	647736	0497 LODGE FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	647746	0484 ULMANN FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	647747	0483 STASSBURGER	0.00	0.00	0.00	0.00	0.00

RPT 2T SUBCODE SUMMARY REPORT
BY SUBDEPT
AS OF 11-30-81

SPECIAL COLLECTIONS

SUB DEPT	SUB CODE	SUB-CODE DESCRIPTION	ACCT NBR	ACCOUNT TITLE	ORIG BUDGET	REVISED BUDGET	YEAR TO DATE	OPEN COMMITMENTS	BLD BAL AVAILABLE
71057	6800	LIBRARY ACQUISITION	647750	0429 EPSTEIN FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	647757	0536 ENGEL FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	647758	0534 FRIEDS OF CUL	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	680394	0425 BAKHMETEEF FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	685192	0490 MIXER ENDOWMENT	0.00	0.00	0.00	0.00	0.00
T	T				0.00	0.00	0.00	0.00	0.00
71057	6810	LIBRARY BOOKS	271293	293-94,299,1293 SPEC	21,825.00	21,825.00	12,666.34	29.95	9,128.71
71057	6810	LIBRARY BOOKS	471019	0297 SPEC COLL DUP	7,500.00	7,500.00	1,750.00	0.00	5,750.00
71057	6810	LIBRARY BOOKS	471293	293-94 SP CO INCOME	563.00	563.00	0.00	0.00	563.00
71057	6810	LIBRARY BOOKS	647731	0482 SMITH FUND	6,815.00	6,815.00	7,725.00	0.00	910.00-
71057	6810	LIBRARY BOOKS	647736	0497 LODGE FUND	1,333.00	1,333.00	3,550.00	0.00	2,217.00-
71057	6810	LIBRARY BOOKS	647746	0484 ULMANN FUND	3,033.00	3,033.00	1,966.00	0.00	1,067.00
71057	6810	LIBRARY BOOKS	647747	0483 STASSBURGER	226.00	226.00	226.00	0.00	0.00
71057	6810	LIBRARY BOOKS	647750	0429 EPSTEIN FUND	436.00	436.00	644.15	0.00	208.15-
71057	6810	LIBRARY BOOKS	647757	0536 ENGEL FUND	1,628.00	1,628.00	1,550.00	0.00	78.00
71057	6810	LIBRARY BOOKS	647758	0534 FRIEDS OF CUL	7,276.00	7,276.00	7,065.00	0.00	211.00
71057	6810	LIBRARY BOOKS	648346	0491-AARON BERG FUND	3,308.00	3,308.00	3,000.00	0.00	308.00
71057	6810	LIBRARY BOOKS	680394	0425 BAKHMETEEF FUND	6,944.00	6,944.00	6,102.34	0.00	841.66
71057	6810	LIBRARY BOOKS	685192	0490 MIXER ENDOWMENT	1,121.00	1,121.00	408.45	0.00	712.55
T	T				62,008.00	62,008.00	48,653.28	29.95	15,324.77
71057	6813		271293	293-94,299,1293 SPEC	0.00	0.00	275.00	0.00	275.00-
T	T				0.00	0.00	275.00	0.00	275.00-
71057	6820	PERIODICALS	271293	293-94,299,1293 SPEC	1,650.00	1,650.00	1,295.63	0.00	354.37
71057	6820	PERIODICALS	471293	293-94 SP CO INCOME	108.00	108.00	0.00	0.00	108.00
T	T				1,758.00	1,758.00	1,295.63	0.00	462.37
71057	6830	CONTINUATIONS	271293	293-94,299,1293 SPEC	2,000.00	2,000.00	0.00	0.00	2,000.00
T	T				2,000.00	2,000.00	0.00	0.00	2,000.00
71057	6840	BINDING	271293	293-94,299,1293 SPEC	5,000.00	5,000.00	2,561.40	0.00	2,438.60

RPT 2T SUBCODE SUMMARY REPORT
BY SUBDEPT
AS OF 11-30-81

SPECIAL COLLECTIONS

SUB DEPT	SUB CODE	SUB-CODE DESCRIPTION	ACCT NBR	ACCOUNT TITLE	ORIG BUDGET	REVISED BUDGET	YEAR TO DATE	OPEN COMMITMENTS	BUD BAL AVAILABLE
T	T				5,000.00	5,000.00	2,561.40	0.00	2,438.60
71057				0533 FRIENDS OF LIB			0.00		
71057				0535 MISC GIFTS			0.00		
T	T				0.00	0.00	0.00	0.00	0.00
T	*				70,766.00	70,766.00	46,554.93	29.95	24,181.12

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RPT 2T

SUBCODE SUMMARY REPORT
BY SUBDEPT
AS OF 10-31-81

SPECIAL COLLECTIONS

SUB DEPT	SUB CODE	SUB-CODE DESCRIPTION	ACCT NBR	ACCOUNT TITLE	ORIG BUDGET	REVISED BUDGET	YEAR TO DATE	OPEN COMMITMENTS	BUD BAL AVAILABLE
71057	0734	SALE OF DUP & PUBL	471019	0297 SPEC COLL DUP	0.00	0.00	2,381.31-	0.00	2,381.31
T	T				0.00	0.00	2,381.31-	0.00	2,381.31
71057	0998	BUDGET POOL	647731	0482 SMITH FUND	0.00	0.00	0.00	0.00	0.00
71057	0998	BUDGET POOL	647736	0497 LODGE FUND	0.00	0.00	0.00	0.00	0.00
71057	0998	BUDGET POOL	647746	0484 ULMANN FUND	0.00	0.00	0.00	0.00	0.00
71057	0998	BUDGET POOL	647747	0483 STASSBURGER	0.00	0.00	0.00	0.00	0.00
71057	0998	BUDGET POOL	647750	0429 EPSTEIN FUND	0.00	0.00	0.00	0.00	0.00
71057	0998	BUDGET POOL	647757	0536 ENGEL FUND	0.00	0.00	0.00	0.00	0.00
71057	0998	BUDGET POOL	647758	0534 FRIEDS OF CUL	0.00	0.00	0.00	0.00	0.00
71057	0998	BUDGET POOL	648346	0491-AARON BERG FUND	0.00	0.00	0.00	0.00	0.00
T	T				0.00	0.00	0.00	0.00	0.00
71057	2300	TRAVEL-UNDIFFER	271293	293-94,299,1293 SPEC	0.00	0.00	0.00	0.00	0.00
T	T				0.00	0.00	0.00	0.00	0.00
71057	2320	DOMESTIC TRAVEL	271293	293-94,299,1293 SPEC	0.00	0.00	0.00	0.00	0.00
T	T				0.00	0.00	0.00	0.00	0.00
71057	3600	SERVICES-GENERAL	271293	293-94,299,1293 SPEC	0.00	0.00	0.00	0.00	0.00
71057	3600	SERVICES-GENERAL	471019	0297 SPEC COLL DUP	0.00	0.00	0.00	0.00	0.00
T	T				0.00	0.00	0.00	0.00	0.00
71057	3617	REPRODUCING	271293	293-94,299,1293 SPEC	0.00	0.00	0.00	0.00	0.00
71057	3617	REPRODUCING	471019	0297 SPEC COLL DUP	0.00	0.00	0.00	0.00	0.00
T	T				0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	271293	293-94,299,1293 SPEC	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	471019	0297 SPEC COLL DUP	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	647731	0482 SMITH FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	647736	0497 LODGE FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	647746	0484 ULMANN FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	647747	0483 STASSBURGER	0.00	0.00	0.00	0.00	0.00

FORM 1417

RPT 2T

SUBCODE SUMMARY REPORT
BY SUBDEPT
AS OF 10-31-81

SPECIAL COLLECTIONS

SUB DEPT	SUB CODE	SUB-CODE DESCRIPTION	ACCT NBR	ACCOUNT TITLE	ORIG BUDGET	REVISED BUDGET	YEAR TO DATE	OPEN COMMITMENTS	BUD BAL AVAILABLE
71057	6800	LIBRARY ACQUISITION	647750	0429 EPSTEIN FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	647757	0536 ENGEL FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	647758	0534 FRIEDS OF CUL	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	680394	0425 BAKHMETEEF FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	685192	0490 MIXER ENDOWMENT	0.00	0.00	0.00	0.00	0.00
T	T				0.00	0.00	0.00	0.00	0.00
71057	6810	LIBRARY BOOKS	271293	293-94,299,1293 SPEC	21,825.00	21,825.00	10,586.34	29.95	11,208.71
71057	6810	LIBRARY BOOKS	471019	0297 SPEC COLL DUP	7,500.00	7,500.00	1,750.00	0.00	5,750.00
71057	6810	LIBRARY BOOKS	471293	293-94 SP CO INCOME	563.00	563.00	0.00	0.00	563.00
71057	6810	LIBRARY BOOKS	647731	0482 SMITH FUND	6,815.00	6,815.00	4,625.00	0.00	2,190.00
71057	6810	LIBRARY BOOKS	647736	0497 LODGE FUND	1,333.00	1,333.00	3,250.00	0.00	1,917.00-
71057	6810	LIBRARY BOOKS	647746	0484 ULMANN FUND	3,033.00	3,033.00	1,117.00	0.00	1,916.00
71057	6810	LIBRARY BOOKS	647747	0483 STASSBURGER	226.00	226.00	226.00	0.00	0.00
71057	6810	LIBRARY BOOKS	647750	0429 EPSTEIN FUND	436.00	436.00	644.15	0.00	208.15-
71057	6810	LIBRARY BOOKS	647757	0536 ENGEL FUND	1,628.00	1,628.00	1,550.00	0.00	78.00
71057	6810	LIBRARY BOOKS	647758	0534 FRIEDS OF CUL	7,276.00	7,276.00	7,065.00	0.00	211.00
71057	6810	LIBRARY BOOKS	648346	0491-AARON BERG FUND	3,308.00	3,308.00	3,000.00	0.00	308.00
71057	6810	LIBRARY BOOKS	680394	0425 BAKHMETEEF FUND	6,944.00	6,944.00	6,031.09	0.00	912.91
71057	6810	LIBRARY BOOKS	685192	0490 MIXER ENDOWMENT	1,121.00	1,121.00	183.45	0.00	937.55
T	T				62,008.00	62,008.00	40,028.03	29.95	21,950.02
71057	6813		271293	293-94,299,1293 SPEC	0.00	0.00	275.00	0.00	275.00-
T	T				0.00	0.00	275.00	0.00	275.00-
71057	6820	PERIODICALS	271293	293-94,299,1293 SPEC	1,650.00	1,650.00	506.37	0.00	1,143.63
71057	6820	PERIODICALS	471293	293-94 SP CO INCOME	108.00	108.00	0.00	0.00	108.00
T	T				1,758.00	1,758.00	506.37	0.00	1,251.63
71057	6830	CONTINUATIONS	271293	293-94,299,1293 SPEC	2,000.00	2,000.00	0.00	0.00	2,000.00
T	T				2,000.00	2,000.00	0.00	0.00	2,000.00
71057	6840	BINDING	271293	293-94,299,1293 SPEC	5,000.00	5,000.00	2,557.70	0.00	2,442.30

RPT 2T

SUBCODE SUMMARY REPORT
BY SUBDEPT
AS OF 10-31-81

SPECIAL COLLECTIONS

SUB DEPT	SUB CODE	SUB-CODE DESCRIPTION	ACCT NBR	ACCOUNT TITLE	ORIG BUDGET	REVISED BUDGET	YEAR TO DATE	OPEN COMMITMENTS	BUD BAL AVAILABLE
T	T				5,000.00	5,000.00	2,557.70	0.00	2,442.30
71057				0533 FRIENDS OF LIB			0.00		
71057				0535 MISC GIFTS			0.00		
T	T				0.00	0.00	0.00	0.00	0.00
T	*				70,766.00	70,766.00	40,985.79	29.95	29,750.26

FORM 1113

RPT ZT

SUBCODE SUMMARY REPORT
BY SUBDEPT
AS OF 09-30-81

SPECIAL COLLECTIONS

SUB DEPT	SUB CODE	SUB-CODE DESCRIPTION	ACCT NBR	ACCOUNT TITLE	ORIG BUDGET	REVISED BUDGET	YEAR TO DATE	OPEN COMMITMENTS	BLD BAL AVAILABLE
71057	0734	SALE OF DUP & PUBL	471019	0297 SPEC COLL DUP	0.00	0.00	1,587.86-	0.00	1,587.86
T	T				0.00	0.00	1,587.86-	0.00	1,587.86
71057	0998	BUDGET POOL	647731	0482 SMITH FUND	0.00	0.00	0.00	0.00	0.00
71057	0998	BUDGET POOL	647736	0497 LODGE FUND	0.00	0.00	0.00	0.00	0.00
71057	0998	BUDGET POOL	647746	0484 ULMANN FUND	0.00	0.00	0.00	0.00	0.00
71057	0998	BUDGET POOL	647747	0483 STASSBURGER	0.00	0.00	0.00	0.00	0.00
71057	0998	BUDGET POOL	647750	0429 EPSTEIN FUND	0.00	0.00	0.00	0.00	0.00
71057	0998	BUDGET POOL	647757	0536 ENGEL FUND	0.00	0.00	0.00	0.00	0.00
71057	0998	BUDGET POOL	647758	0534 FRIENDS OF COL	0.00	0.00	0.00	0.00	0.00
71057	0998	BUDGET POOL	648346	0491-AARON BERG FUND	0.00	0.00	0.00	0.00	0.00
T	T				0.00	0.00	0.00	0.00	0.00
71057	2300	TRAVEL-UNDIFFER	271293	293-94,299,1293 SPEC	0.00	0.00	0.00	0.00	0.00
T	T				0.00	0.00	0.00	0.00	0.00
71057	2320	DOMESTIC TRAVEL	271293	293-94,299,1293 SPEC	0.00	0.00	0.00	0.00	0.00
T	T				0.00	0.00	0.00	0.00	0.00
71057	3600	SERVICES-GENERAL	271293	293-94,299,1293 SPEC	0.00	0.00	0.00	0.00	0.00
71057	3600	SERVICES-GENERAL	471019	0297 SPEC COLL DUP	0.00	0.00	0.00	0.00	0.00
T	T				0.00	0.00	0.00	0.00	0.00
71057	3617	REPRODUCING	271293	293-94,299,1293 SPEC	0.00	0.00	0.00	0.00	0.00
71057	3617	REPRODUCING	471019	0297 SPEC COLL DUP	0.00	0.00	0.00	0.00	0.00
T	T				0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	271293	293-94,299,1293 SPEC	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	471019	0297 SPEC COLL DUP	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	647731	0482 SMITH FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	647736	0497 LODGE FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	647746	0484 ULMANN FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	647747	0483 STASSBURGER	0.00	0.00	0.00	0.00	0.00

RPT 2T

SUBCODE SUMMARY REPORT
BY SUBDEPT
AS OF 09-30-81

SPECIAL COLLECTIONS

SUB DEPT	SUB CODE	SUB-CODE DESCRIPTION	ACCT NBR		ACCOUNT TITLE	ORIG BUDGET	REVISED BUDGET	YEAR TO DATE	OPEN COMMITMENTS	BUD BAL AVAILABLE
71057	6800	LIBRARY ACQUISITION	647750	0429	EPSTEIN FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	647757	0536	ENGEL FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	647758	0534	FRIEDS OF CUL	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	680394	0425	BAKHMETEEF FUND	0.00	0.00	0.00	0.00	0.00
71057	6800	LIBRARY ACQUISITION	685192	0490	MIXER ENDOWMENT	0.00	0.00	0.00	0.00	0.00
T	T					0.00	0.00	0.00	0.00	0.00
71057	6810	LIBRARY BOOKS	271293	293-94,299,1293	SPEC	21,825.00	21,825.00	10,508.34	29.95	11,286.71
71057	6810	LIBRARY BOOKS	471019	0297	SPEC COLL DUP	7,500.00	7,500.00	1,750.00	0.00	5,750.00
71057	6810	LIBRARY BOOKS	647731	0482	SMITH FUND	6,815.00	6,815.00	4,625.00	0.00	2,190.00
71057	6810	LIBRARY BOOKS	647736	0497	LODGE FUND	1,333.00	1,333.00	1,250.00	0.00	83.00
71057	6810	LIBRARY BOOKS	647746	0484	ULMANN FUND	3,033.00	3,033.00	1,117.00	0.00	1,916.00
71057	6810	LIBRARY BOOKS	647747	0483	STASSBURGER	226.00	226.00	226.00	0.00	0.00
71057	6810	LIBRARY BOOKS	647750	0429	EPSTEIN FUND	436.00	436.00	644.15	0.00	208.15-
71057	6810	LIBRARY BOOKS	647757	0536	ENGEL FUND	1,628.00	1,628.00	1,550.00	0.00	78.00
71057	6810	LIBRARY BOOKS	647758	0534	FRIEDS OF CUL	7,276.00	7,276.00	7,065.00	0.00	211.00
71057	6810	LIBRARY BOOKS	648346	0491	AARON BERG FUND	3,308.00	3,308.00	3,000.00	0.00	308.00
71057	6810	LIBRARY BOOKS	680394	0425	BAKHMETEEF FUND	6,944.00	6,944.00	0.00	0.00	6,944.00
71057	6810	LIBRARY BOOKS	685192	0490	MIXER ENDOWMENT	1,121.00	1,121.00	183.45	0.00	937.55
T	T					61,445.00	61,445.00	31,918.94	29.95	29,496.11
X 71057	6813	(Approvals)	271293	293-94,299,1293	SPEC	0.00	0.00	275.00	0.00	275.00-
T	T					0.00	0.00	275.00	0.00	275.00-
71057	6820	PERIODICALS	271293	293-94,299,1293	SPEC	1,650.00	1,650.00	506.37	0.00	1,143.63
T	T					1,650.00	1,650.00	506.37	0.00	1,143.63
71057	6830	CONTINUATIONS	271293	293-94,299,1293	SPEC	2,000.00	2,000.00	0.00	0.00	2,000.00
T	T					2,000.00	2,000.00	0.00	0.00	2,000.00
71057	6840	BINDING	271293	293-94,299,1293	SPEC	5,000.00	5,000.00	50.85	0.00	4,949.15
T	T					5,000.00	5,000.00	50.85	0.00	4,949.15

RPT 2T

SUBCODE SUMMARY REPORT
BY SUBDEPT
AS OF 09-30-81

SPECIAL COLLECTIONS

SUB DEPT	SUB CODE	SUB-CODE DESCRIPTION	ACCT NBR	ACCOUNT TITLE	ORIG BUDGET	REVISED BUDGET	YEAR TO DATE	OPEN COMMITMENTS	BUD BAL AVAILABLE
71057				0533 FRIENDS OF LIB			0.00		
71057				0535 MISC GIFTS			0.00		
T	T				0.00	0.00	0.00	0.00	0.00
T	*				70,095.00	70,095.00	31,163.30	29.95	38,901.75

RPT 2T

SUBCODE SUMMARY REPORT
BY SUBDEPT
AS OF 08-31-81

SPECIAL COLLECTIONS

DEPT SUBCODE	SUB CODE	ACCT NBR	DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	CURRENT MONTH	YEAR TO DATE	OPEN COMMITMENTS	BALANCE AVAILABLE
71057	0734	471019	0297 SPEC COLL DUP	0.00	0.00	1,587.86-	1,587.86-	0.00	1,587.86
T	T			0.00	0.00	1,587.86-	1,587.86-	0.00	1,587.86
71057	0998	647731	0482 SMITH FUND	0.00	0.00	0.00	0.00	0.00	0.00
71057	0998	647736	0497 LODGE FUND	0.00	0.00	0.00	0.00	0.00	0.00
71057	0998	647746	0484 ULMANN FUND	0.00	0.00	0.00	0.00	0.00	0.00
71057	0998	647747	0483 STASSBURGER	0.00	0.00	0.00	0.00	0.00	0.00
71057	0998	647750	0429 EPSTEIN FUND	0.00	0.00	0.00	0.00	0.00	0.00
71057	0998	647757	0536 ENGEL FUND	0.00	0.00	0.00	0.00	0.00	0.00
71057	0998	647758	0534 FRIEDS OF COL	0.00	0.00	0.00	0.00	0.00	0.00
71057	0998	648346	0491-AARON BERG FUND	0.00	0.00	0.00	0.00	0.00	0.00
T	T			0.00	0.00	0.00	0.00	0.00	0.00
71057	2300	271293	293-94,299,1293 SPEC	0.00	0.00	0.00	0.00	0.00	0.00
T	T			0.00	0.00	0.00	0.00	0.00	0.00
71057	2320	271293	293-94,299,1293 SPEC	0.00	0.00	0.00	0.00	0.00	0.00
T	T			0.00	0.00	0.00	0.00	0.00	0.00
71057	3600	271293	293-94,299,1293 SPEC	0.00	0.00	0.00	0.00	0.00	0.00
71057	3600	471019	0297 SPEC COLL DUP	0.00	0.00	0.00	0.00	0.00	0.00
T	T			0.00	0.00	0.00	0.00	0.00	0.00
71057	3617	271293	293-94,299,1293 SPEC	0.00	0.00	0.00	0.00	0.00	0.00
71057	3617	471019	0297 SPEC COLL DUP	0.00	0.00	0.00	0.00	0.00	0.00
T	T			0.00	0.00	0.00	0.00	0.00	0.00
71057	6800	271293	293-94,299,1293 SPEC	0.00	0.00	0.00	0.00	0.00	0.00
71057	6800	471019	0297 SPEC COLL DUP	0.00	0.00	0.00	0.00	0.00	0.00
71057	6800	647731	0482 SMITH FUND	0.00	0.00	0.00	0.00	0.00	0.00
71057	6800	647736	0497 LODGE FUND	0.00	0.00	0.00	0.00	0.00	0.00
71057	6800	647746	0484 ULMANN FUND	0.00	0.00	0.00	0.00	0.00	0.00
71057	6800	647747	0483 STASSBURGER	0.00	0.00	0.00	0.00	0.00	0.00

RPT 2T

SUBCODE SUMMARY REPORT
BY SUBDEPT
AS OF 08-31-81

SPECIAL COLLECTIONS

DEPT SUBCODE	SUB CODE	ACCT NBR	DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	CURRENT MONTH	YEAR TO DATE	OPEN COMMITMENTS	BALANCE AVAILABLE
71057	6800	647750	0429 EPSTEIN FUND	0.00	0.00	0.00	0.00	0.00	0.00
71057	6800	647757	0536 ENGEL FUND	0.00	0.00	0.00	0.00	0.00	0.00
71057	6800	647758	0534 FRIEDS OF COL	0.00	0.00	0.00	0.00	0.00	0.00
71057	6800	680394	0425 BAKHMETEEF FUND	0.00	0.00	0.00	0.00	0.00	0.00
71057	6800	685192	0490 MIXER ENDOWMENT	0.00	0.00	0.00	0.00	0.00	0.00
T	T			0.00	0.00	0.00	0.00	0.00	0.00
71057	6810	271293	293-94,299,1293 SPEC	21,825.00	21,825.00	10,443.36	10,443.36	0.00	11,381.64
71057	6810	471019	0297 SPEC COLL DUP	0.00	0.00	0.00	0.00	0.00	0.00
71057	6810	647731	0482 SMITH FUND	0.00	0.00	3,600.00	3,600.00	0.00	3,600.00-
71057	6810	647736	0497 LODGE FUND	0.00	0.00	1,250.00	1,250.00	0.00	1,250.00-
71057	6810	647746	0484 ULMANN FUND	0.00	0.00	1,117.00	1,117.00	0.00	1,117.00-
71057	6810	647747	0483 STASSBURGER	0.00	0.00	226.00	226.00	0.00	226.00-
71057	6810	647750	0429 EPSTEIN FUND	0.00	0.00	644.15	644.15	0.00	644.15-
71057	6810	647757	0536 ENGEL FUND	0.00	0.00	0.00	0.00	0.00	0.00
71057	6810	647758	0534 FRIEDS OF COL	0.00	0.00	7,015.00	7,015.00	0.00	7,015.00-
71057	6810	648346	0491-AARON BERG FUND	0.00	0.00	3,000.00	3,000.00	0.00	3,000.00-
71057	6810	680394	0425 BAKHMETEEF FUND	0.00	0.00	0.00	0.00	0.00	0.00
71057	6810	685192	0490 MIXER ENDOWMENT	0.00	0.00	150.00	150.00	34.95	184.95-
T	T			21,825.00	21,825.00	27,445.51	27,445.51	34.95	5,655.46-
71057	6813	271293	293-94,299,1293 SPEC	0.00	0.00	275.00	275.00	0.00	275.00-
T	T			0.00	0.00	275.00	275.00	0.00	275.00-
71057	6820	271293	293-94,299,1293 SPEC	1,650.00	1,650.00	398.07	398.07	0.00	1,251.93
T	T			1,650.00	1,650.00	398.07	398.07	0.00	1,251.93
71057	6830	271293	293-94,299,1293 SPEC	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00
T	T			2,000.00	2,000.00	0.00	0.00	0.00	2,000.00
71057	6840	271293	293-94,299,1293 SPEC	5,000.00	5,000.00	42.35	42.35	0.00	4,957.65
T	T			5,000.00	5,000.00	42.35	42.35	0.00	4,957.65

RPT 2T

SUBCODE SUMMARY REPORT
BY SUBDEPT
AS OF 09-31-81

SPECIAL COLLECTIONS.

DEPT SUBCODE	SUB CODE	ACCT NBR	DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	CURRENT MONTH	YEAR TO DATE	OPEN COMMITMENTS	BALANCE AVAILABLE
71057			0533 FRIENDS OF LIB				0.00		
71057			0535 MISC GIFTS				0.00		
T	T			0.00	0.00	0.00	0.00	0.00	0.00
T	*			30,475.00	30,475.00	26,573.07	26,573.07	34.95	3,866.98

MEMO

TO: Erle Kemp
FROM: Sandy Cohen
SUBJECT: AM095
DATE: September 10, 1981

Enclosed is one copy of the AM095 produced by the controller°s office for you to copy and distribute. The format of their report groups all accounts for a department by subcode and the following table of subcodes should be useful:

6810 - BOOKS
6811 - RESERVES
6812 - AUDIO/VISUAL (HEALTH SCIENCES)
6813 - APPRAISALS (SPECIAL COLLECTIONS)
6820 - PERIODICALS
6830 - CONTINUATIONS
6840 - BINDING
6841 - BINDING

In future reports, the summary line will list the subcode type.

The reports include budget amounts for all general income (Ledger 2) accounts. I will check with Jerome, but I assume that those will not show up until the September statements.

The main problem with using the reports is, of course, the expenditure credits which arise from carried over encumbrances. During the next week, Paul and I will transfer the credits from the expenditure column to the revised budget column, so that carried over encumbrances will function as income. During this time, we will also be asking you for final revision amounts, including carry-overs and other grants.

cc: Paul Peters
Jerome Yavarkovsky

CUL BOOK ACQUISITIONS SIMULATED AM095 REPORT
FOR PERIOD ENDING: FINAL/81
FOR DEPARTMENT NUMBER 57: SPECIAL COLLECTION
FOR DEPARTMENT OFFICER: K LOHF

BUDGET	EXPEND	COMMIT	BALANCE	FUND	TITLE	ACCOUNT	FUND OFFICER
18,000	17,371	0	+629	0293	SPECIAL COLLECTIONS BOOKS	2-71293-6810	K LOHF
1,500	1,444	108	-52	0294	SPEC. COLL. PERIODICALS	2-71293-6820	K LOHF
12,644	11,740	0	+904	0297	SPEC. COLL. DUPLICATES FUND	4-71019-6810	K LOHF
2,000	2,000	0	+0	0299	SPEC. COLLECTIONS APPRAISALS	2-71293-6813	K LOHF
6,994	50	0	+6,944	0425	BAKHMETEEF FUND	6-80394-6810	K LOHF
35	163	0	-128	0429	EPSTEIN FUND	6-47750-6810	K LOHF
9,327	9,236	0	+91	0482	SMITH FUND	6-47731-6810	K LOHF
310	310	0	+0	0483	STRASSBURGER FUND	6-47747-6810	K LOHF
3,819	3,696	0	+123	0484	ULMANN FUND	6-47746-6810	K LOHF
5,393	5,381	0	+12	0490	MIXER ENDOWMENT	6-85192-6810	K LOHF
0	0	0	+0	0491	AARON BERG FUND	6-48346-6810	K LOHF
15,086	15,153	0	-67	0497	LODGE FUND	6-47736-6810	K LOHF
0	0	0	+0	0533	FRIENDS OF LIBRARIES BOOKS	6-70375-6810	K LOHF
6,560	6,499	0	+61	0534	FRIENDS ENDOWMENT	6-47758-6810	K LOHF
0	0	0	+0	0535	MISCELLANEOUS GIFTS	6-70405-6810	K LOHF
2,231	2,170	0	+61	0536	ENGEL FUND	6-47757-6810	K LOHF
5,000	5,014	0	-14	1293	SPECIAL COLLECTIONS BINDING	2-71293-6840	K LOHF
88,899	80,227	108	+8,564				

CUL BOOK ACQUISITIONS SIMULATED AM095 REPORT
FOR PERIOD ENDING: 06/30/81
FOR DEPARTMENT NUMBER 57: SPECIAL COLLECTION
FOR DEPARTMENT OFFICER: K LOHF

BUDGET	EXPEND	COMMIT	BALANCE	FUND	TITLE	ACCOUNT	FUND OFFICER
18,000	17,370	0	+630	0293	SPECIAL COLLECTIONS BOOKS	2-71293-6810	K LOHF
1,500	1,444	108	-52	0294	SPEC. COLL. PERIODICALS	2-71293-6820	K LOHF
11,012	11,740	0	-728	0297	SPEC. COLL. DUPLICATES FUND	4-71019-6810	K LOHF
2,000	2,000	0	+0	0299	SPEC. COLLECTIONS APPRAISALS	2-71293-6813	K LOHF
6,994	50	0	+6,944	0425	BAKHMETEEF FUND	6-80394-6810	K LOHF
35	163	0	-128	0429	EPSTEIN FUND	6-47750-6810	K LOHF
9,318	9,236	0	+82	0482	SMITH FUND	6-47731-6810	K LOHF
310	310	0	+0	0483	STRASSBURGER FUND	6-47747-6810	K LOHF
3,819	3,696	0	+123	0484	ULMANN FUND	6-47746-6810	K LOHF
5,393	5,381	0	+12	0490	MIXER ENDOWMENT	6-85192-6810	K LOHF
15,086	15,153	0	-67	0497	LODGE FUND	6-47736-6810	K LOHF
0	0	0	+0	0533	FRIENDS OF LIBRARIES BOOKS	6-70375-6810	K LOHF
6,560	6,499	0	+61	0534	FRIENDS ENDOWMENT	6-47758-6810	K LOHF
0	0	0	+0	0535	MISCELLANEOUS GIFTS	6-70405-6810	K LOHF
2,231	2,170	0	+61	0536	ENGEL FUND	6-47757-6810	K LOHF
5,000	5,014	0	-14	1293	SPECIAL COLLECTIONS BINDING	2-71293-6840	K LOHF
87,258	80,226	108	+6,924				

CUL BOOK ACQUISITIONS SIMULATED AM095 REPORT
FOR PERIOD ENDING: 06/10/81
FOR DEPARTMENT NUMBER 57: SPECIAL COLLECTION
FOR DEPARTMENT OFFICER: K LOHF

BUDGET	EXPEND	COMMIT	BALANCE	FUND	TITLE	ACCOUNT	FUND OFFICER
18,000	17,370	0	+630	0293	SPECIAL COLLECTIONS BOOKS	2-71293-6810	K LOHF
1,500	1,444	108	-52	0294	SPEC. COLL. PERIODICALS	2-71293-6820	K LOHF
11,012	11,740	0	-728	0297	SPEC. COLL. DUPLICATES FUND	4-71019-6810	K LOHF
2,000	2,000	0	+0	0299	SPEC. COLLECTIONS APPRAISALS	2-71293-6813	K LOHF
6,994	50	0	+6,944	0425	BAKHMETEEF FUND	6-80394-6810	K LOHF
35	163	0	-128	0429	EPSTEIN FUND	6-47750-6810	K LOHF
9,318	9,236	0	+82	0482	SMITH FUND	6-47731-6810	K LOHF
310	310	0	+0	0483	STRASSBURGER FUND	6-47747-6810	K LOHF
3,819	3,696	0	+123	0484	ULMANN FUND	6-47746-6810	K LOHF
5,393	5,381	0	+12	0490	MIXER ENDOWMENT	6-85192-6810	K LOHF
15,086	15,153	0	-67	0497	LODGE FUND	6-47736-6810	K LOHF
0	0	0	+0	0533	FRIENDS OF LIBRARIES BOOKS	6-70375-6810	K LOHF
6,560	6,499	0	+61	0534	FRIENDS ENDOWMENT	6-47758-6810	K LOHF
0	0	0	+0	0535	MISCELLANEOUS GIFTS	6-70405-6810	K LOHF
2,231	2,170	0	+61	0536	ENGEL FUND	6-47757-6810	K LOHF
5,000	5,014	0	-14	1293	SPECIAL COLLECTIONS BINDING	2-71293-6840	K LOHF
87,258	80,226	108	+6,924				

CUL BOOK ACQUISITIONS SIMULATED AM095 REPORT
FOR PERIOD ENDING: 05/31/81
FOR DEPARTMENT NUMBER 57: SPECIAL COLLECTION
FOR DEPARTMENT OFFICER: K LOHF

BUDGET	EXPEND	COMMIT	BALANCE	FUND	TITLE	ACCOUNT	FUND OFFICER
18,000	16,494	0	+1,506	0293	SPECIAL COLLECTIONS BOOKS	2-71293-6810	K LOHF
1,500	1,444	0	+56	0294	SPEC. COLL. PERIODICALS	2-71293-6820	K LOHF
10,863	11,740	0	-877	0297	SPEC. COLL. DUPLICATES FUND	4-71019-6810	K LOHF
2,000	1,250	0	+750	0299	SPEC. COLLECTIONS APPRAISALS	2-71293-6813	K LOHF
6,994	50	0	+6,944	0425	BAKHMETEEF FUND	6-80394-6810	K LOHF
35	163	0	-128	0429	EPSTEIN FUND	6-47750-6810	K LOHF
9,318	9,236	0	+82	0482	SMITH FUND	6-47731-6810	K LOHF
310	310	0	+0	0483	STRASSBURGER FUND	6-47747-6810	K LOHF
3,819	3,696	0	+123	0484	ULMANN FUND	6-47746-6810	K LOHF
5,393	5,381	0	+12	0490	MIXER ENDOWMENT	6-85192-6810	K LOHF
15,086	15,153	0	-67	0497	LODGE FUND	6-47736-6810	K LOHF
0	0	0	+0	0533	FRIENDS OF LIBRARIES BOOKS	6-70375-6810	K LOHF
6,560	6,499	0	+61	0534	FRIENDS ENDOWMENT	6-47758-6810	K LOHF
0	0	0	+0	0535	MISCELLANEOUS GIFTS	6-70405-6810	K LOHF
2,231	2,170	0	+61	0536	ENGEL FUND	6-47757-6810	K LOHF
5,000	3,165	0	+1,835	1293	SPECIAL COLLECTIONS BINDING	2-71293-6840	K LOHF
87,109	73,751	0	+10,358				

CUL BOOK ACQUISITIONS SIMULATED AM095 REPORT
FOR PERIOD ENDING: 04/30/81
FOR DEPARTMENT NUMBER 57: SPECIAL COLLECTION
FOR DEPARTMENT OFFICER: K LOHF

BUDGET	EXPEND	COMMIT	BALANCE	FUND	TITLE	ACCOUNT	FUND OFFICER
18,000	16,494	0	+1,506	0293	SPECIAL COLLECTIONS BOOKS	2-71293-6810	K LOHF
1,500	1,315	0	+185	0294	SPEC. COLL. PERIODICALS	2-71293-6820	K LOHF
10,320	10,804	0	-484	0297	SPEC. COLL. DUPLICATES FUND	4-71019-6810	K LOHF
2,000	1,250	0	+750	0299	SPEC. COLLECTIONS APPRAISALS	2-71293-6813	K LOHF
6,994	50	0	+6,944	0425	BAKHMETEEF FUND	6-80394-6810	K LOHF
35	28	0	+7	0429	EPSTEIN FUND	6-47750-6810	K LOHF
9,318	9,236	0	+82	0482	SMITH FUND	6-47731-6810	K LOHF
310	310	0	+0	0483	STRASSBURGER FUND	6-47747-6810	K LOHF
3,819	3,696	0	+123	0484	ULMANN FUND	6-47746-6810	K LOHF
5,393	5,381	0	+12	0490	MIXER ENDOWMENT	6-85192-6810	K LOHF
15,086	15,153	0	-67	0497	LODGE FUND	6-47736-6810	K LOHF
0	0	0	+0	0533	FRIENDS OF LIBRARIES BOOKS	6-70375-6810	K LOHF
6,560	6,499	0	+61	0534	FRIENDS ENDOWMENT	6-47758-6810	K LOHF
0	0	0	+0	0535	MISCELLANEOUS GIFTS	6-70405-6810	K LOHF
2,231	2,170	0	+61	0536	ENGEL FUND	6-47757-6810	K LOHF
5,000	3,130	0	+1,870	1293	SPECIAL COLLECTIONS BINDING	2-71293-6840	K LOHF
86,566	75,516	0	+11,050				

CUL BOOK ACQUISITIONS SIMULATED AM095 REPORT
FOR PERIOD ENDING: 04/20/81
FOR DEPARTMENT NUMBER 57: SPECIAL COLLECTION
FOR DEPARTMENT OFFICER: K LOHF

BUDGET	EXPEND	COMMIT	BALANCE	FUND	TITLE	ACCOUNT	FUND OFFICER
18,000	16,494	2	+1,504	0293	SPECIAL COLLECTIONS BOOKS	2-71293-6810	K LOHF
1,500	1,315	0	+185	0294	SPEC. COLL. PERIODICALS	2-71293-6820	K LOHF
10,220	10,002	0	+218	0297	SPEC. COLL. DUPLICATES FUND	4-71019-6810	K LOHF
2,000	1,250	0	+750	0299	SPEC. COLLECTIONS APPRAISALS	2-71293-6813	K LOHF
6,994	50	0	+6,944	0425	BAKHMETEEF FUND	6-80394-6810	K LOHF
35	28	0	+7	0429	EPSTEIN FUND	6-47750-6810	K LOHF
9,318	9,236	0	+82	0482	SMITH FUND	6-47731-6810	K LOHF
310	310	0	+0	0483	STRASSBURGER FUND	6-47747-6810	K LOHF
3,819	3,696	0	+123	0484	ULMANN FUND	6-47746-6810	K LOHF
5,393	5,381	0	+12	0490	MIXER ENDOWMENT	6-85192-6810	K LOHF
15,086	15,153	0	-67	0497	LODGE FUND	6-47736-6810	K LOHF
0	0	0	+0	0533	FRIENDS OF LIBRARIES BOOKS	6-70375-6810	K LOHF
6,560	6,499	0	+61	0534	FRIENDS ENDOWMENT	6-47758-6810	K LOHF
0	0	0	+0	0535	MISCELLANEOUS GIFTS	6-70405-6810	K LOHF
2,231	2,170	0	+61	0536	ENGEL FUND	6-47757-6810	K LOHF
5,000	3,130	0	+1,870	1293	SPECIAL COLLECTIONS BINDING	2-71293-6840	K LOHF
86,466	74,714	2	+11,750				

CUL BOOK ACQUISITIONS SIMULATED AM095 REPORT
FOR PERIOD ENDING: 03/31/81
FOR DEPARTMENT NUMBER 57: SPECIAL COLLECTION
FOR DEPARTMENT OFFICER: K LOHF

BUDGET	EXPEND	COMMIT	BALANCE	FUND	TITLE	ACCOUNT	FUND OFFICER
18,000	16,145	2	+1,853	0293	SPECIAL COLLECTIONS BOOKS	2-71293-6810	K LOHF
1,500	1,106	0	+394	0294	SPEC. COLL. PERIODICALS	2-71293-6820	K LOHF
7,374	3,991	0	+3,383	0297	SPEC. COLL. DUPLICATES FUND	4-71019-6810	K LOHF
2,000	1,250	0	+750	0299	SPEC. COLLECTIONS APPRAISALS	2-71293-6813	K LOHF
6,994	50	0	+6,944	0425	BAKHMETEEF FUND	6-80394-6810	K LOHF
35	28	0	+7	0429	EPSTEIN FUND	6-47750-6810	K LOHF
9,318	9,236	0	+82	0482	SMITH FUND	6-47731-6810	K LOHF
310	310	0	+0	0483	STRASSBURGER FUND	6-47747-6810	K LOHF
3,819	3,696	0	+123	0484	ULMANN FUND	6-47746-6810	K LOHF
5,393	5,381	0	+12	0490	MIXER ENDOWMENT	6-85192-6810	K LOHF
15,086	15,153	0	-67	0497	LODGE FUND	6-47736-6810	K LOHF
0	0	0	+0	0533	FRIENDS OF LIBRARIES BOOKS	6-70375-6810	K LOHF
6,560	6,499	0	+61	0534	FRIENDS ENDOWMENT	6-47758-6810	K LOHF
0	0	0	+0	0535	MISCELLANEOUS GIFTS	6-70405-6810	K LOHF
2,231	2,170	0	+61	0536	ENGEL FUND	6-47757-6810	K LOHF
5,000	3,130	0	+1,870	1293	SPECIAL COLLECTIONS BINDING	2-71293-6840	K LOHF
83,620	68,145	2	+15,473				

CUL BOOK ACQUISITIONS SIMULATED AM095 REPORT
FOR PERIOD ENDING: 03/20/81
FOR DEPARTMENT NUMBER 57: SPECIAL COLLECTION
FOR DEPARTMENT OFFICER: K LOHF

BUDGET	EXPEND	COMMIT	BALANCE	FUND	TITLE	ACCOUNT	FUND OFFICER
18,000	16,001	2	+1,997	0293	SPECIAL COLLECTIONS BOOKS	2-71293-6810	K LOHF
1,500	1,106	0	+394	0294	SPEC. COLL. PERIODICALS	2-71293-6820	K LOHF
6,957	2,837	0	+4,120	0297	SPEC. COLL. DUPLICATES FUND	4-71019-6810	K LOHF
2,000	1,250	0	+750	0299	SPEC. COLLECTIONS APPRAISALS	2-71293-6813	K LOHF
6,994	50	0	+6,944	0425	BAKHMETEEF FUND	6-80394-6810	K LOHF
35	28	0	+7	0429	EPSTEIN FUND	6-47750-6810	K LOHF
9,318	8,836	0	+482	0482	SMITH FUND	6-47731-6810	K LOHF
310	310	0	+0	0483	STRASSBURGER FUND	6-47747-6810	K LOHF
3,819	3,096	0	+723	0484	ULMANN FUND	6-47746-6810	K LOHF
5,393	5,381	0	+12	0490	MIXER ENDOWMENT	6-85192-6810	K LOHF
15,086	14,176	0	+910	0497	LODGE FUND	6-47736-6810	K LOHF
0	0	0	+0	0533	FRIENDS OF LIBRARIES BOOKS	6-70375-6810	K LOHF
6,560	5,942	0	+618	0534	FRIENDS ENDOWMENT	6-47758-6810	K LOHF
0	0	0	+0	0535	MISCELLANEOUS GIFTS	6-70405-6810	K LOHF
2,231	2,170	0	+61	0536	ENGEL FUND	6-47757-6810	K LOHF
5,000	3,130	0	+1,870	1293	SPECIAL COLLECTIONS BINDING	2-71293-6840	K LOHF
83,203	**64,313**	**2**	**+18,888**				

CUL BOOK ACQUISITIONS SIMULATED AM095 REPORT
FOR PERIOD ENDING: 02/28/81
FOR DEPARTMENT NUMBER 57: SPECIAL COLLECTION
FOR DEPARTMENT OFFICER: K LOHF

BUDGET	EXPEND	COMMIT	BALANCE	FUND	TITLE	ACCOUNT	FUND OFFICER
18,000	15,966	2	+2,032	0293	SPECIAL COLLECTIONS BOOKS	2-71293-6810	K LOHF
1,500	1,054	0	+446	0294	SPEC. COLL. PERIODICALS	2-71293-6820	K LOHF
6,957	2,145	0	+4,812	0297	SPEC. COLL. DUPLICATES FUND	4-71019-6810	K LOHF
2,000	1,250	0	+750	0299	SPEC. COLLECTIONS APPRAISALS	2-71293-6813	K LOHF
6,994	0	0	+6,994	0425	BAKHMETEEF FUND	6-80394-6810	K LOHF
35	28	0	+7	0429	EPSTEIN FUND	6-47750-6810	K LOHF
9,318	8,836	0	+482	0482	SMITH FUND	6-47731-6810	K LOHF
310	310	0	+0	0483	STRASSBURGER FUND	6-47747-6810	K LOHF
3,819	3,096	0	+723	0484	ULMANN FUND	6-47746-6810	K LOHF
5,393	5,381	0	+12	0490	MIXER ENDOWMENT	6-85192-6810	K LOHF
15,086	14,176	0	+910	0497	LODGE FUND	6-47736-6810	K LOHF
0	0	0	+0	0533	FRIENDS OF LIBRARIES BOOKS	6-70375-6810	K LOHF
6,560	5,942	0	+618	0534	FRIENDS ENDOWMENT	6-47758-6810	K LOHF
0	0	0	+0	0535	MISCELLANEOUS GIFTS	6-70405-6810	K LOHF
2,231	2,170	0	+61	0536	ENGEL FUND	6-47757-6810	K LOHF
5,000	3,106	0	+1,894	1293	SPECIAL COLLECTIONS BINDING	2-71293-6840	K LOHF
83,203	63,460	2	+19,741				

CUL BOOK ACQUISITIONS SIMULATED AM095 REPORT
FOR PERIOD ENDING: 01/31/81
FOR DEPARTMENT NUMBER 57: SPECIAL COLLECTION
FOR DEPARTMENT OFFICER: K LOHF

BUDGET	EXPEND	COMMIT	BALANCE	FUND	TITLE	ACCOUNT	FUND OFFICER
18,000	15,688	2	+2,310	0293	SPECIAL COLLECTIONS BOOKS	2-71293-6810	K LOHF
1,500	952	0	+548	0294	SPEC. COLL. PERIODICALS	2-71293-6820	K LOHF
0	205	0	-205	0297	SPEC. COLL. DUPLICATES FUND	4-71001-6810	K LOHF
2,000	1,250	0	+750	0299	SPEC. COLLECTIONS APPRAISALS	2-71293-6813	K LOHF
6,994	0	0	+6,994	0425	BAKHMETEEF FUND	6-80394-6810	K LOHF
35	28	0	+7	0429	EPSTEIN FUND	6-47750-6810	K LOHF
9,318	7,926	0	+1,392	0482	SMITH FUND	6-47731-6810	K LOHF
310	310	0	+0	0483	STRASSBURGER FUND	6-47747-6810	K LOHF
3,819	3,096	0	+723	0484	ULMANN FUND	6-47746-6810	K LOHF
0	5,381	0	-5,381	0490	MIXER ENDOWMENT	6-85192-6810	K LOHF
15,086	14,176	0	+910	0497	LODGE FUND	6-47736-6810	K LOHF
0	0	0	+0	0533	FRIENDS OF LIBRARIES BOOKS	6-70375-6810	K LOHF
6,560	5,942	0	+618	0534	FRIENDS ENDOWMENT	6-47758-6810	K LOHF
0	0	0	+0	0535	MISCELLANEOUS GIFTS	6-70405-6810	K LOHF
2,231	2,170	0	+61	0536	ENGEL FUND	6-47757-6810	K LOHF
5,000	3,072	0	+1,928	1293	SPECIAL COLLECTIONS BINDING	2-71293-6840	K LOHF
70,853	60,196	2	+10,655				

CUL BOOK ACQUISITIONS SIMULATED AM095 REPORT
FOR PERIOD ENDING: 12/31/80
FOR DEPARTMENT NUMBER 57: SPECIAL COLLECTION
FOR DEPARTMENT OFFICER: K LOHF

BUDGET	EXPEND	COMMIT	BALANCE	FUND	TITLE	ACCOUNT	FUND OFFICER
18,000	12,642	4	+5,354	0293	SPECIAL COLLECTIONS BOOKS	2-71293-6810	K LOHF
1,500	757	0	+743	0294	SPEC. COLL. PERIODICALS	2-71293-6820	K LOHF
0	205	0	-205	0297	SPEC. COLL. DUPLICATES FUND	4-71001-6810	K LOHF
2,000	0	0	+2,000	0299	SPEC. COLLECTIONS APPRAISALS	2-71293-6813	K LOHF
6,994	0	0	+6,994	0425	BAKHMETEEF FUND	6-80394-6810	K LOHF
35	28	0	+7	0429	EPSTEAN FUND	6-47750-6810	K LOHF
9,318	7,376	0	+1,942	0482	SMITH FUND	6-47731-6810	K LOHF
310	310	0	+0	0483	STRASSBURGER FUND	6-47747-6810	K LOHF
3,819	3,096	0	+723	0484	ULMANN FUND	6-47746-6810	K LOHF
0	5,381	0	-5,381	0490	MIXER ENDOWMENT	6-85192-6810	K LOHF
15,086	14,176	0	+910	0497	LODGE FUND	6-47736-6810	K LOHF
0	0	0	+0	0533	FRIENDS OF LIBRARIES BOOKS	6-70375-6810	K LOHF
6,560	5,942	0	+618	0534	FRIENDS ENDOWMENT	6-47758-6810	K LOHF
0	0	0	+0	0535	MISCELLANEOUS GIFTS	6-70405-6810	K LOHF
2,231	0	0	+2,231	0536	ENGEL FUND	6-47757-6810	K LOHF
5,000	1,481	0	+3,519	1293	SPECIAL COLLECTIONS BINDING	2-71293-6840	K LOHF
70,853	51,394	4	+19,455				

CUL BOOK ACQUISITIONS SIMULATED AM095 REPORT
FOR PERIOD ENDING: 12/31/80
FOR DEPARTMENT NUMBER 57: SPECIAL COLLECTION
FOR DEPARTMENT OFFICER: K LOHF

BUDGET	EXPEND	COMMIT	BALANCE	FUND	TITLE	ACCOUNT	FUND OFFICER
18,000	12,642	4	+5,354	0293	SPECIAL COLLECTIONS BOOKS	2-71293-6810	K LOHF
1,500	757	0	+743	0294	SPEC. COLL. PERIODICALS	2-71293-6820	K LOHF
0	205	0	-205	0297	SPEC. COLL. DUPLICATES FUND	4-71001-6810	K LOHF
2,000	0	0	+2,000	0299	SPEC. COLLECTIONS APPRAISALS	2-71293-6813	K LOHF
6,994	0	0	+6,994	0425	BAKHMETEEF FUND	6-80394-6810	K LOHF
35	28	0	+7	0429	EPSTEIN FUND	6-47750-6810	K LOHF
9,318	7,376	0	+1,942	0482	SMITH FUND	6-47731-6810	K LOHF
310	310	0	+0	0483	STRASSBURGER FUND	6-47747-6810	K LOHF
3,819	3,096	0	+723	0484	ULMANN FUND	6-47746-6810	K LOHF
0	5,381	0	-5,381	0490	MIXER ENDOWMENT	6-85192-6810	K LOHF
15,086	14,176	0	+910	0497	LODGE FUND	6-47736-6810	K LOHF
0	0	0	+0	0533	FRIENDS OF LIBRARIES BOOKS	6-70375-6810	K LOHF
6,560	5,942	0	+618	0534	FRIENDS ENDOWMENT	6-47758-6810	K LOHF
0	0	0	+0	0535	MISCELLANEOUS GIFTS	6-70405-6810	K LOHF
2,231	0	0	+2,231	0536	ENGEL FUND	6-47757-6810	K LOHF
5,000	1,481	0	+3,519	1293	SPECIAL COLLECTIONS BINDING	2-71293-6840	K LOHF
70,853	51,394	4	+19,455				

Binder 12/22/80

#1,168 (120 binders)

#409

CUL BOOK ACQUISITIONS SIMULATED AM095 REPORT
FOR PERIOD ENDING: 11/30/80
FOR DEPARTMENT NUMBER 57: SPECIAL COLLECTION
FOR DEPARTMENT OFFICER: K LOHF

BUDGET	EXPEND	COMMIT	BALANCE	FUND	TITLE	ACCOUNT	FUND OFFICER
18,000	10,335	2	+7,663	0293	SPECIAL COLLECTIONS BOOKS	2-71293-6810	K LOHF
1,500	757	0	+743	0294	SPEC. COLL. PERIODICALS	2-71293-6820	K LOHF
0	205	0	-205	0297	SPEC. COLL. DUPLICATES FUND	4-71001-6810	K LOHF
2,000	0	0	+2,000	0299	SPEC. COLLECTIONS APPRAISALS	2-71293-6813	K LOHF
6,994	0	0	+6,994	0425	BAKHMETEEF FUND	6-80394-6810	K LOHF
35	28	0	+7	0429	EPSTEIN FUND	6-47750-6810	K LOHF
9,318	7,376	0	+1,942	0482	SMITH FUND	6-47731-6810	K LOHF
310	310	0	+0	0483	STRASSBURGER FUND	6-47747-6810	K LOHF
3,819	3,096	0	+723	0484	ULMANN FUND	6-47746-6810	K LOHF
0	5,381	0	-5,381	0490	MIXER ENDOWMENT	6-85192-6810	K LOHF
15,086	13,776	0	+1,310	0497	LODGE FUND	6-47736-6810	K LOHF
0	0	0	+0	0533	FRIENDS OF LIBRARIES BOOKS	6-70375-6810	K LOHF
6,560	5,286	0	+1,274	0534	FRIENDS ENDOWMENT	6-47758-6810	K LOHF
0	0	0	+0	0535	MISCELLANEOUS GIFTS	6-70405-6810	K LOHF
2,231	0	0	+2,231	0536	ENGEL FUND	6-47757-6810	K LOHF
5,000	1,491	0	+3,509	1293	SPECIAL COLLECTIONS BINDING	2-71293-6840	K LOHF
70,853	48,041	2	+22,810				

CUL BOOK ACQUISITIONS SIMULATED AM095 REPORT
FOR PERIOD ENDING: 11/30/80
FOR DEPARTMENT NUMBER 57: SPECIAL COLLECTION
FOR DEPARTMENT OFFICER: K LOHF

BUDGET	EXPEND	COMMIT	BALANCE	FUND	TITLE	ACCOUNT	FUND OFFICER
18,000	10,335	2	+7,663	0293	SPECIAL COLLECTIONS BOOKS	2-71293-6810	K LOHF
1,500	757	0	+743	0294	SPEC. COLL. PERIODICALS	2-71293-6820	K LOHF
0	205	0	-205	0297	SPEC. COLL. DUPLICATES FUND	4-71001-6810	K LOHF
2,000	0	0	+2,000	0299	SPEC. COLLECTIONS APPRAISALS	2-71293-6813	K LOHF
6,994	0	0	+6,994	0425	BAKHMETEEF FUND	6-80394-6810	K LOHF
35	28	0	+7	0429	EPSTEIN FUND	6-47750-6810	K LOHF
9,318	7,376	0	+1,942	0482	SMITH FUND	6-47731-6810	K LOHF
310	310	0	+0	0483	STRASSBURGER FUND	6-47747-6810	K LOHF
3,819	3,096	0	+723	0484	ULMANN FUND	6-47746-6810	K LOHF
0	5,381	0	-5,381	0490	MIXER ENDOWMENT	6-85192-6810	K LOHF
15,086	13,776	0	+1,310	0497	LODGE FUND	6-47736-6810	K LOHF
0	0	0	+0	0533	FRIENDS OF LIBRARIES BOOKS	6-70375-6810	K LOHF
6,560	5,286	0	+1,274	0534	FRIENDS ENDOWMENT	6-47758-6810	K LOHF
0	0	0	+0	0535	MISCELLANEOUS GIFTS	6-70405-6810	K LOHF
2,231	0	0	+2,231	0536	ENGEL FUND	6-47757-6810	K LOHF
5,000	1,491	0	+3,509	1293	SPECIAL COLLECTIONS BINDING	2-71293-6840	K LOHF
70,853	48,041	2	+22,810				

CUL BOOK ACQUISITIONS SIMULATED AM095 REPORT
FOR PERIOD ENDING: 10/31/80
FOR DEPARTMENT NUMBER 57: SPECIAL COLLECTION
FOR DEPARTMENT OFFICER: K LOHF

BUDGET	EXPEND	COMMIT	BALANCE	FUND	TITLE	ACCOUNT	FUND OFFICER
18,000	9,109	2	+8,889	0293	SPECIAL COLLECTIONS BOOKS	2-71293-6810	K LOHF
1,500	757	0	+743	0294	SPEC. COLL. PERIODICALS	2-71293-6820	K LOHF
0	205	0	-205	0297	SPEC. COLL. DUPLICATES FUND	4-71001-6810	K LOHF
2,000	0	0	+2,000	0299	SPEC. COLLECTIONS APPRAISALS	2-71293-6813	K LOHF
6,994	0	0	+6,994	0425	BAKHMETEEF FUND	6-80394-6810	K LOHF
35	28	0	+7	0429	EPSTEIN FUND	6-47750-6810	K LOHF
9,318	7,376	0	+1,942	0482	SMITH FUND	6-47731-6810	K LOHF
310	0	0	+310	0483	STRASSBURGER FUND	6-47747-6810	K LOHF
3,819	3,096	0	+723	0484	ULMANN FUND	6-47746-6810	K LOHF
0	5,131	0	-5,131	0490	MIXER ENDOWMENT	6-85192-6810	K LOHF
15,086	13,776	0	+1,310	0497	LODGE FUND	6-47736-6810	K LOHF
0	0	0	+0	0533	FRIENDS OF LIBRARIES BOOKS	6-70375-6810	K LOHF
6,560	4,536	0	+2,024	0534	FRIENDS ENDOWMENT	6-47758-6810	K LOHF
0	0	0	+0	0535	MISCELLANEOUS GIFTS	6-70405-6810	K LOHF
2,231	0	0	+2,231	0536	ENGEL FUND	6-47757-6810	K LOHF
5,000	1,477	0	+3,523	1293	SPECIAL COLLECTIONS BINDING	2-71293-6840	K LOHF
70,853	45,491	2	+25,360				

Mixer # 5,393

CUL BOOK ACQUISITIONS SIMULATED AM095 REPORT
FOR PERIOD ENDING: 10/31/80
FOR DEPARTMENT NUMBER 57: SPECIAL COLLECTION
FOR DEPARTMENT OFFICER: K LOHF

BUDGET	EXPEND	COMMIT	BALANCE	FUND	TITLE	ACCOUNT	FUND OFFICER
18,000	9,109	2	+8,889	0293	SPECIAL COLLECTIONS BOOKS	2-71293-6810	K LOHF
1,500	757	0	+743	0294	SPEC. COLL. PERIODICALS	2-71293-6820	K LOHF
0	205	0	-205	0297	SPEC. COLL. DUPLICATES FUND	4-71001-6810	K LOHF
2,000	0	0	+2,000	0299	SPEC. COLLECTIONS APPRAISALS	2-71293-6813	K LOHF
6,994	0	0	+6,994	0425	BAKHMETEEF FUND	6-80394-6810	K LOHF
35	28	0	+7	0429	EPSTEIN FUND	6-47750-6810	K LOHF
9,318	7,376	0	+1,942	0482	SMITH FUND	6-47731-6810	K LOHF
310	0	0	+310	0483	STRASSBURGER FUND	6-47747-6810	K LOHF
3,819	3,096	0	+723	0484	ULMANN FUND	6-47746-6810	K LOHF
0	5,131	0	-5,131	0490	MIXER ENDOWMENT	6-85192-6810	K LOHF
15,086	13,776	0	+1,310	0497	LODGE FUND	6-47736-6810	K LOHF
0	0	0	+0	0533	FRIENDS OF LIBRARIES BOOKS	6-70375-6810	K LOHF
6,560	4,536	0	+2,024	0534	FRIENDS ENDOWMENT	6-47758-6810	K LOHF
0	0	0	+0	0535	MISCELLANEOUS GIFTS	6-70405-6810	K LOHF
2,231	0	0	+2,231	0536	ENGEL FUND	6-47757-6810	K LOHF
5,000	1,477	0	+3,523	1293	SPECIAL COLLECTIONS BINDING	2-71293-6840	K LOHF
70,853	45,491	2	+25,360				

COLUMBIA UNIVERSITY

INTERDEPARTMENT MEMORANDUM

Date May 6, 1982

To Mr. K. Lohf

Subject Administrative Account Report-Fiscal Year Closing

Enclosed is the April report for your administrative account. The balance available on this report does not reflect any purchase orders currently being processed. Due to the closing of fiscal year 1981/82 all A50 purchase requests for this fiscal year's Administrative Accounts with a balance available must be received in the Financial Services Office no later than May 20, 1982. Requests received after this date will be processed for fiscal year 1982/83.

If you have any questions please call me.

Florence Parlakian

Florence Parlakian
Financial Services
309 Butler Library
x 3823

CODE	CODE NAME	BUDGET	EXPENSE	MORTGAGE	BALANCE
98	RARE BOOK	6000.00	1432.38	2739.50	1828.12

DATE		CODE	VENDOR/PAYEE/II/EXT/INV#	EXPENSE	MORTGAGE	REQ	PO/CON
07/16/81	PO	98	PEARL DESK	0.00	760.00	0793	124413
07/16/81	PO	98	UNIVERSITY PRODUCTS	0.00	61.30	0791	826462
08/04/81	PO	98	UNIVERSITY PRODUCTS	0.00	90.00	0856	
08/15/81	PTY	98	PARLAKIAN	4.98	0.00		
08/24/81	PO	98	UNIVERSITY PRODUCTS	0.00	13.40	0925	829129
08/24/81	PO	98	CONS. RESOURCES INT.	0.00	289.00	0917	829132
08/24/81	PO	98	IBM	0.00	34.20	0918	828940
08/24/81	PO	98	IBM	20.20	0.00	0916	829014
09/01/81	PO	98	HOLLINGER	440.00	0.00	0939	124573
08/26/81	PTY	98	PARLAKIAN	29.32	0.00		
08/25/81	PTY	98	FP	26.57	0.00		
09/25/81	PO	98	LIGHT IMPRESSIONS	0.00	7.20	1031	831616
09/30/81	INV	98	016839DI	440.00			124573
10/13/81	INV	98	5D1Z626	10.10			829014
10/16/81	PTY	98	MURRAY	3.20	0.00		
12/14/81	PAY	98	ROBERT HALSBAND	491.66			
11/15/81	INV	98	5D1Z626	10.10			829014
09/14/81	CR	98	129232	26.00CR			
11/24/81	CR	98	165441	175.20CR			
01/26/82	PAY	98	SHARP ELECTRONICS	60.00			
02/02/82	PO	98	GAYLORD	0.00	1169.40	1309	133137
02/18/82	PO	98	GLICK HARDWARE	0.00	72.00	1372	841813
02/25/82	PTY	98	MURRAY-PETTY CASH	18.80	0.00		
03/15/82	PO	98	UNIV. PRODUCTS INC	0.00	243.00	1455	
04/23/82	PAY	98	ALBERT FIELD	80.35			
04/20/82	PAY	98	GRADUATE MOVERS	452.50			
04/05/82	II	98	197496	6.00			
TOTALS			NUMBER FOUND: 27	1432.38	2739.50		

Rare Book

MAR 1 1982

1INOR CODE : .98

CODE	CODE NAME	BUDGET	EXPENSE	MORTGAGE	BALANCE
98	RARE BOOK	6000.00	893.53	2424.50	2681.97

ATE		CODE	VENDOR/PAYEE/II/EXT/INV#	EXPENSE	MORTGAGE	REQ	PO/CON
7/16/81	PO	98	PEARL DESK	0.00	760.00	0793	124413
7/16/81	PO	98	UNIVERSITY PRODUCTS	0.00	61.30	0791	826462
8/04/81	PO	98	UNIVERSITY PRODUCTS	0.00	90.00	0856	
8/15/81	PTY	98	PARLAKIAN	4.98	0.00		
8/24/81	PO	98	UNIVERSITY PRODUCTS	0.00	13.40	0925	829129
8/24/81	PO	98	CONS. RESOURCES INT.	0.00	289.00	0917	829132
8/24/81	PO	98	IBM	0.00	34.20	0918	828940
8/24/81	PO	98	IBM	20.20	0.00	0916	829014
9/01/81	PO	98	HOLLINGER	440.00	0.00	0939	124573
8/26/81	PTY	98	PARLAKIAN	29.32	0.00		
8/25/81	PTY	98	FP	26.57	0.00		
9/25/81	PO	98	LIGHT IMPRESSIONS	0.00	7.20	1031	831616
9/30/81	INV	98	016839DI	440.00			124573
0/13/81	INV	98	5D1Z626	10.10			829014
0/16/81	PTY	98	MURRAY	3.20	0.00		
2/14/81	PAY	98	ROBERT HALSBAND	491.66			
1/15/81	INV	98	5D1Z626	10.10			829014
9/14/81	CR	98	129232	26.00CR			
1/24/81	CR	98	165441	175.20CR			
1/26/82	PAY	98	SHARP ELECTRONICS	60.00			
2/02/82	PO	98	GAYLORD	0.00	1169.40	1309	133137
2/18/82	PO	98	GLICK HARDWARE	0.00	0.00	1372	
2/25/82	PTY	98	MURRAY-PETTY CASH	18.80	0.00		
OTALS			NUMBER FOUND: 23	893.53	2424.50		

OMMANDS ARE: ENTER,EDIT,ADMIN,SCAN,REPORT,ENDACC

Rare Book

JAN 28 1982

MINOR CODE : .98

CODE	CODE NAME	BUDGET	EXPENSE	MORTGAGE	BALANCE
98	RARE BOOK	6000.00	874.73	1255.10	3870.17

READY TO START? (YES OR NO) : .yes

DATE		CODE	VENDOR/PAYEE/II/EXT/INV#	EXPENSE	MORTGAGE	REQ	PO/CON
07/16/81	PO	98	PEARL DESK	0.00	760.00	0793	124413
07/16/81	PO	98	UNIVERSITY PRODUCTS	0.00	61.30	0791	826462
08/04/81	PO	98	UNIVERSITY PRODUCTS	0.00	90.00	0856	
08/15/81	PTY	98	PARLAKIAN	4.98	0.00		
08/24/81	PO	98	UNIVERSITY PRODUCTS	0.00	13.40	0925	829129
08/24/81	PO	98	CONS. RESOURCES INT.	0.00	289.00	0917	829132
08/24/81	PO	98	IBM	0.00	34.20	0918	828940
08/24/81	PO	98	IBM	20.20	0.00	0916	829014
09/01/81	PO	98	HOLLINGER	440.00	0.00	0939	124573
08/26/81	PTY	98	PARLAKIAN	29.32	0.00		
08/25/81	PTY	98	FP	26.57	0.00		
09/25/81	PO	98	LIGHT IMPRESSIONS	0.00	7.20	1031	831616
09/30/81	INV	98	016839DI	440.00			124573
10/13/81	INV	98	5D1Z626	10.10			829014
10/16/81	PTY	98	MURRAY	3.20	0.00		
12/14/81	PAY	98	ROBERT HALSBAND	491.66			
11/15/81	INV	98	5D1Z626	10.10			829014
09/14/81	CR	98	129232 Lehman Papers	26.00CR	} ? bought grey boxes		
11/24/81	CR	98	165441	175.20CR			
01/26/82	PAY	98	SHARP ELECTRONICS	60.00			
TOTALS			NUMBER FOUND: 20	874.73	1255.10		

K. Lohf

OCT 15 1981

MINOR CODE : .98

CODE	CODE NAME	BUDGET	EXPENSE	MORTGAGE	BALANCE
98	RARE BOOK	6000.00	60.87	937.90	5001.23

0919 - General Funds

DATE		CODE	VENDOR/PAYEE/II/EXT/INV#	EXPENSE	MORTGAGE	REQ	PO/CON
				Departmental Fund			
07/16/81	PO	98	PEARL DESK	0.00	0.00	0793	124413
07/16/81	PO	98	UNIVERSITY PRODUCTS Photo	0.00	Envelopes 61.30	0791	826462
08/04/81	PO	98	UNIVERSITY PRODUCTS White	0.00	Folders 90.00	0856	125573
08/15/81	PTY	98	PARLAKIAN	4.98	0.00		
08/24/81	PO	98	UNIVERSITY PRODUCTS	0.00	13.40	0925	829129
08/24/81	PO	98	CONS. RESOURCES INT. Mylar	0.00	Folders 89.00	0917	829132
08/24/81	PO	98	IBM	0.00	34.20	0918	828940
08/24/81	PO	98	IBM	0.00	10.00	0916	829014
09/01/81	PO	98	HOLLINGER Gray	0.00	Boxes 440.00	0939	124573
08/26/81	PTY	98	PARLAKIAN	29.32	0.00		
08/25/81	PTY	98	FP	26.57	0.00		
09/25/81	PO	98	LIGHT IMPRESSIONS	0.00	0.00	1031	
TOTALS			NUMBER FOUND: 12	60.87	937.90		

COLUMBIA UNIVERSITY
INTERDEPARTMENT MEMORANDUM

Date Oct. 16, 1981

To Ken Iohf, Mary Jane Pobst
From: Jef Fall
Subject Savin copier

It has been agreed that the Savin copier now in Rare Book will be moved to Serials Acquisitions when the new copier for Rare Book comes in.

Per J. Yavarkovsky Rare Book should notify MJPobst when machine is ready to be moved;

MJP should a) arrange with G & E to have it moved;

b) let Jackie Johnson know, so that the Savin service contract can be adjusted;

c) let ~~xxxxxxxx~~ supervisors on 2nd floor Butler know of its availability (also tell JEF)

cc: F. Parlakian
G. Boinay

SEP 17 1981

MINOR CODE : .98

CODE	CODE NAME	BUDGET	EXPENSE	MORTGAGE	BALANCE
98	RARE BOOK	6000.00	60.87	937.90	5001.23

DATE		CODE	VENDOR/PAYEE/II/EXT/INV#	EXPENSE	MORTGAGE	REQ	PO/CON
08/31/81	PO		PEARL DESK			0919	124413
07/16/81	PO	98	PEARL DESK Map Cases	0.00	0.00	0793	124413 (8/31)
07/16/81	PO	98	UNIVERSITY PRODUCTS	0.00	61.30	0791	826462
08/04/81	PO	98	UNIVERSITY PRODUCTS Folders	0.00	90.00	0856	125533 (8/28)
08/15/81	PTY	98	PARLAKIAN	4.98	0.00		
08/24/81	PO	98	UNIVERSITY PRODUCTS	0.00	13.40	0925	829129
08/24/81	PO	98	CONS. RESOURCES INT.	0.00	289.00	0917	829132
08/24/81	PO	98	IBM	0.00	34.20	0918	828940
08/24/81	PO	98	IBM	0.00	10.00	0916	829014
09/01/81	PO	98	HOLLINGER Grey boxes	0.00	440.00	0939	
08/26/81	PTY	98	PARLAKIAN	29.32	0.00		
08/25/81	PTY	98	FP	26.57	0.00		
TOTALS			NUMBER FOUND: 11	60.87	937.90		

COLUMBIA UNIVERSITY
INTERDEPARTMENT MEMORANDUM

Date September 22, 1981

To Mr. Lohf

Subject Administrative Account

From: Florence Parlakian FP

Enclosed is a statement for your Administrative Account covering the period from the beginning of the 1981/82 fiscal year to September 17, 1981. I hope to mail you a statement on or about the 15th of each month. Please note the following:

PO indicates a purchase order

PTY petty cash expenditure

INV paid invoice for a PO.

If you have any questions call me at x3823.

COLUMBIA UNIVERSITY

INTERDEPARTMENT MEMORANDUM

Date September 8, 1981

To Jerome Yavarkovsky

Subject New photocopying machine for the Rare Book and Manuscript Library

We have checked with Steve Barry of the University Printing Office, and he recommends, because of our special requirements for the reproduction of manuscript material, that we acquire the following photocopying machine:

Sharpe Model 811
Cost: $4,395, including deliver and installation charges
There is a $200 trade in for our current Savin machine

Kenneth A. Lohf
Librarian for Rare Books
and Manuscripts

Columbia University in the City of New York

THE LIBRARIES

Date Sept. 4, 1981

To Jerome Yavarkovsky

From Ken Lohf

- ☐ for your reply direct
- ☐ what should I reply?
- ☐ for your recommendation
- ☐ to note and return
- ☐ for appropriate action
- ☐ at your request
- ☐ for your information
- ☐ for your file

Both of our typewriters on the enclosed list (1936 and 1950) we designate as in "poor" condition, not worthy of rehabilitation -- and we would be most grateful to have them replaced with electric machines.

Thanks

A29

TYPEWRITERS IN LIBRARIES

	YEAR	DEPARTMENT	VENDOR	SERIAL NUMBER	LOCATION
.	1934	Interlibrary Loan	Royal	H1682039	235 Butler
.	1934	Bibliographic Searching	Royal	FPE7082983	202 Butler
.	1934	Bibliographic Searching	Royal	H1682719	201 Butler
.	1936	Rare Book	Royal	KHM1990343	654 Butler
.	1937	Avery	Royal	KHM2073803 (Broken)	Outside-Rm.120 Avery
.	1938	Lehman	Royal	KHM2206960	328.3 S.I.A.
.	1938	East Asian	Royal	KMM2343114	300 Kent
.	1941	Lehman	Royal	KMM2493823	316 SIA-Closet
.	1941	Services Administration	Royal	KMM3782389	207 Butler
.	1947	Lehman-Reference	Royal	KMM3398846	328 S.I.A.
.	1947	Lehman	Royal	KMM3596261	305 S.I.A.
.	1947	Avery	Royal	KMM3396185 (Broken)	Outside-Rm.120 Avery
.	1948	Cataloging	Royal	KMM3596263	320 Butler (MNK)
.	1948	East Asian	Royal	KMM3462787	300 Kent
.	1948	Business	Royal	KMG4048628	107 Uris
.	1948	Business	Royal	KMM3782391	107 Uris
.	1948	Business	Royal	KMM3705920	130 Uris
.	1948	Lehman	Royal	KMM3454427	324-325 S.I.A.
.	1950	Administration	Royal	HHS5618512	315 Butler (ES)
.	1950	Business	Royal	KMG4258686	107 Uris
.	1950	Geology	Royal	KMG4258683	601 Schermerhorn
.	1950	Lehman-Tech. Serv.	Royal	KMG4086911	312 S.I.A.
.	1950	Rare Book	Royal	KMG4330015	654 Butler
.	1950	Services Administration	Royal	KMG4209540	218M Butler (MR)

TIER II

1934	Book Acquisition	Royal	H1682032
1934	Services Administration	Royal	H1682033
1941	Services Administration	Royal	KMM2826839
1947	Book Acquisition	Royal	KMM3387201

Kenneth Lohf
801 Butler Library

COLUMBIA UNIVERSITY
INTERDEPARTMENT MEMORANDUM

Date September 3, 1981

To OPC

Subject Typewriter replacement or rehabilitation

We discussed the attached list at the OPC meeting of September 1. Please review it and advise me by September 14 of typewriter replacement or rehabilitation needs in your areas of responsibility, giving particular attention to the items listed.

Jerome H. Yavarkovsky

enc.

JHY/rf